



22<sup>nd</sup> July 2022

Dear Explosive Learning Solutions

**Contract Award for: Commercial Capability Training**  
**YPO DPS Reference Number: DN609431**

Following the successful expiry of the standstill period the Authority wishes to formally award the Contract for Commercial Capability Training.

This letter and the documents listed below form the binding contract between yourselves and the Authority.

- (i) This Agreement Letter;
- (ii) The Invitation to Tender for 'DHSC Commercial Capability Training' (YPO DPS Reference Number: DN609431) dated 26<sup>th</sup> April 2022 (with any enclosures);
- (iii) Your Tender response dated 20<sup>th</sup> May 2022; and
- (iv) The Authority's response to clarification against the tender documentation (attached as Appendix A)

**It is agreed that:**

- 1. The Contract effected by the signing of this Agreement Letter constitutes the entire Agreement between the Parties relating to the subject matter of the Contract and supersedes all prior negotiations, representations or understandings whether written or oral.
- 2. In this Agreement words and expressions shall have either the same meanings as are assigned to them herein or in Section 1 of the Terms and Conditions of Contract, as appropriate.
- 3. The Contractor shall provide the goods and services in accordance with the Contract.
- 4. The Parties shall be entitled to such rights and be subject to such obligations as are imposed by the Contract.
- 5. The period of the Contract delivery will be for an initial period of one (1) year commencing on 25/07/2022 and terminating on 24/7/2023 (with the option to extend up to a further 24/07/2024).
- 6. The total contract price is £250,000 exclusive of Value Added Tax.

The Contractor should sign, scan and return this Agreement Letter to acknowledge the formation of the contract using the Business Management System (BMS) messaging facility.


On receipt of a signed copy, the Authority will arrange to add its signature and return a copy of the Agreement Letter for your file.

Please contact DHSC on receipt of this Agreement Letter to organise the commencement of the work.

It is important to note that the Agreement Letter (and by implication the Contract) must be signed unaltered in any way. Any amendment without the prior written approval of the Authority will render the document void.

The Authority looks forward to working with you and your team.

**For the Contractor**

Signed:	
Full Name:	
Position:	
Date:	
	12 <sup>th</sup> AUGUST 2022

**For: the Secretary of State for Health**

Signed:	
Full Name:	
Position:	
Date:	
	12 August 2022

**(1) DEPARTMENT OF HEALTH AND SOCIAL CARE**

**AND**

**(2) EXPLOSIVE LEARNING SOLUTIONS LTD**

**DYNAMIC PURCHASING SYSTEM ESTABLISHMENT TERMS AND CONDITIONS FOR  
THE PROVISION OF TRAINING SOLUTIONS FOR THE EMERGENCY SERVICES AND  
WIDER PUBLIC SECTOR**

**REFERENCE 000999**

**CATEGORY 25 – LEARNING AND DEVELOPMENT**

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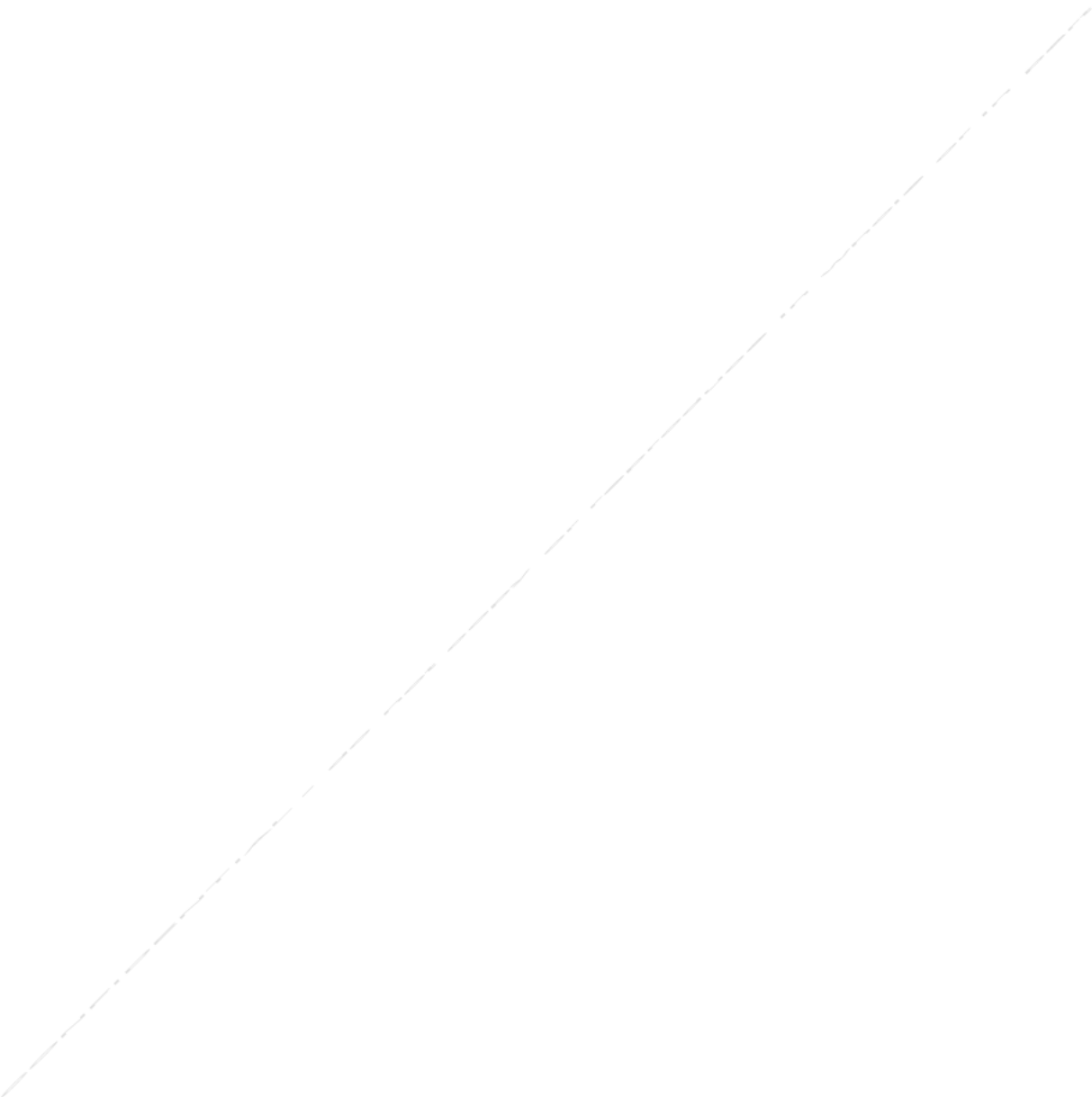


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**SCHEDULE 9**  
**CALL-OFF TERMS AND CONDITIONS**

**1. INTERPRETATION**

In the Contract unless the context otherwise requires the following provisions shall have the meanings given to them below:-

<b>"Agreement"</b>	means the Agreement for DHSC Commercial Capability Training between YPO and the Provider dated 25/07/2022.
<b>"Approval" and "Approved"</b>	means the written consent of the Contracting Authority
<b>"Auditor"</b>	means the National Audit Office or an auditor appointed by the Audit Commission as the context requires or such other auditor as may have been appointed in relation to the Contracting Authority
<b>"Call-Off"</b>	Means the issue of an Invitation to Tender in relation to any contract to be awarded under the Dynamic Purchasing System
<b>"Commencement Date"</b>	means the date set out in the Order Form
<b>"Commercially Sensitive Information"</b>	means the Confidential Information listed in the Order Form comprised of information:-  (a) which is provided by the Provider and designated as commercially sensitive information by the Contracting Authority for the period set out in that Order Form
<b>"Confidential Information"</b>	means:-  (a) any information which has been designated as confidential by either Party in writing or that ought to be considered as confidential (however it is conveyed or on whatever media it is stored) including information the disclosure of which would, or would be likely to, prejudice the commercial interests of any person, trade secrets, Intellectual Property Rights and know-how of either Party and all personal data and sensitive personal data within the meaning of the DPA; and  (b) the Commercially Sensitive Information,  and does not include any information:-  (i) which was public knowledge at the time of disclosure (otherwise than by breach of Clause 33 (Confidential Information));  (ii) which was in the possession of the receiving Party, without restriction as to its

	disclosure, before receiving it from the disclosing Party;
	(iii) which is received from a third party (who lawfully acquired it) without restriction as to its disclosure; or
	(iv) is independently developed without access to the Confidential Information
<b>"Contract"</b>	means the written agreement between the Contracting Authority and the Provider consisting of the Order Form and these clauses save that for the purposes of Clause 6.1 only, reference to Contract shall not include the Order Form
<b>"Contract Period"</b>	means the period from the Commencement Date to:- <ul style="list-style-type: none"> <li>(a) the date of expiry set out in Clause 2; or</li> <li>(b) following an extension pursuant to Clause 3 the date of expiry of the extended period; or</li> <li>(c) such earlier date of termination or partial termination of the Contract in accordance with the Law or the provisions of the Contract</li> </ul>
<b>"Contract Price"</b>	means the price (exclusive of any applicable VAT), payable to the Provider by the Contracting Authority under the Contract, as set out in the Order Form, for the full and proper performance by the Provider of its obligations under the Contract
<b>"Contracting Authority"</b>	means YPO and any Contracting Authority for the purposes of the Public Contracts Regulations 2015 other than the Customer(s)
<b>"Crown"</b>	means the government of the United Kingdom (including the Northern Ireland Assembly and Executive Committee, the Scottish Executive and the National Assembly for Wales), including, but not limited to, government ministers and government departments and particular bodies, persons, commissions or agencies from time to time carrying out functions on its behalf
<b>"Customer(s)"</b>	means the Contracting Authority(s) identified in the Order Form
<b>"Data Loss Event"</b>	means any event that results, or may result, in unauthorised access to Personal Data held by the Supplier under this Call Off Contract, and/or actual or potential loss and/or destruction of Personal Data in breach of this Call Off Contract, including any Personal Data breach.

<b>"Data Processor"</b>	has the meaning given to it in the Data Protection Legislation, as amended from time to time
<b>"Data Protection Legislation" or "DPA"</b>	means the <b>General Data Protection Regulations 2016 (Regulation (EU) 2016/679)</b> , the <b>Data Protection Act 2018</b> as amended from time to time and all applicable laws and regulations relating to processing of personal data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner or relevant Government department in relation to such legislation;
<b>"Data Subject"</b>	has the meaning given to it in the Data Protection Legislation, as amended from time to time;
<b>"Data Subject Access Request"</b>	means a request made by a Data Subject in accordance with rights granted pursuant to the DPA to access his or her Personal Data;
<b>"Default"</b>	means any breach of the obligations of the relevant Party (including but not limited to fundamental breach or breach of a fundamental term) or any other default, act, omission, negligence or negligent statement of the relevant Party or the Staff in connection with or in relation to the subject-matter of the Contract and in respect of which such Party is liable to the other
<b>"Deliverables"</b>	means those deliverables listed in the Order Form
<b>"Dynamic Purchasing System"</b>	means a completely electronic system of limited duration which is (a) established by a contracting authority to purchase commonly used Goods, Services and/or Works (if applicable); and (b) open throughout its duration for the admission of economic operators which (i) satisfy the selection criteria specified by the contracting authority; and (ii) submit an Request to Participate to the contracting authority or person operating the system on its behalf which complies with the specification required by that contracting authority or person.
<b>"Environmental Information Regulations"</b>	means the Environmental Information Regulations 2004 together with any guidance and/or codes of practice issued by the Information Commissioner or relevant government department in relation to such regulations
<b>"Equipment"</b>	means the Provider's equipment, plant, materials and such other items supplied and used by the Provider in the performance of its obligations under the Contract

<b>"FOIA"</b>	means the Freedom of Information Act 2000 and any subordinate legislation made under this Act from time to time together with any guidance and/or codes of practice issued by the Information Commissioner or relevant government department in relation to such legislation
<b>"Force Majeure"</b>	<p>means any event or occurrence which is outside the reasonable control of the Party concerned and which is not attributable to any act or failure to take preventative action by that Party, including fire; flood; violent storm; pestilence; explosion; malicious damage; armed conflict; acts of terrorism; nuclear, biological or chemical warfare; or any other disaster, natural or man-made, but excluding:-</p> <ul style="list-style-type: none"> <li>(a) any industrial action occurring within the Provider's or any sub-contractor's organisation; or</li> <li>(b) the failure by any sub-contractor to perform its obligations under any sub-contract</li> <li>(c) any law or action taken by a government or public authority, including without limitation imposing an export or import restriction, quota or prohibition, or failing to grant a necessary licence or consent;</li> </ul>
<b>"Fraud"</b>	means any offence under Laws creating offences in respect of fraudulent acts or at common law in respect of fraudulent acts in relation to the Contract or defrauding or attempting to defraud or conspiring to defraud YPO or a Contracting Authority
<b>"Good Industry Practice"</b>	means standards, codes, practices, methods and procedures conforming to the Law and the degree of skill and care, diligence, prudence and foresight which would reasonably and ordinarily be expected from a skilled and experienced person or body engaged in a similar type of undertaking under the same or similar circumstances
<b>"Goods and/or Services"</b>	means the Goods and/or Services to be supplied as specified in the Order Form
<b>"Improvement Notice"</b>	Means a Notice issued on the Provider to improve minor breaches of the Agreement, the Contract or the Order Form instructing the Provider to improve or remedy any minor breaches in the provision of the Goods, Services and or Works
<b>"Independent Testing Engineer"</b>	Means an independent engineer appointed by either YPO, the Customer or the Provider to provide written advice as to whether or not Goods have been installed correctly. It is agreed that the Independent Testing Engineer's decision shall be final as to whether or not the Goods have been installed to the required standard/specification.



<b>"Independent Testing House/Organisation"</b>	Means a testing house/organisation independent of any party that may be appointed for the testing of any Goods either in situ or at premises to be agreed under the terms of this Contract. It is agreed that the Independent Testing House/Organisation's decision shall be final as to whether or not the Goods meet the required standard/specification.
<b>"Information"</b>	has the meaning given under section 84 of the FOIA
<b>"Initial Contract Period"</b>	means the period from the Commencement Date to the date of expiry set out in Clause 2 (Initial Contract Period), or such earlier date of termination or partial termination of the agreement in accordance with the provisions of the Contract
<b>"Intellectual Property Rights" and "IPRs"</b>	means patents, inventions, trademarks, service marks, logos, design rights (whether registerable or otherwise), applications for any of the foregoing, copyright, database rights, domain names, trade or business names, moral rights and other similar rights or obligations whether registerable or not in any country (including but not limited to the United Kingdom) and the right to sue for passing off
<b>"Key Personnel"</b>	means any individual identified in the Order Form as being key personnel
<b>"Law"</b>	means any applicable Act of Parliament, subordinate legislation within the meaning of Section 21(1) of the Interpretation Act 1978, exercise of the royal prerogative, enforceable community right within the meaning of Section 2 of the European Communities Act 1972, regulatory policy, guidance or industry code, judgment of a relevant court of law, or directives or requirements of any Regulatory Body of which the Provider is bound to comply
<b>"Material Default"</b>	means any breach of clauses 5 (Provision of Management Information), 10 (Conflicts of Interest), 11 (Prevention of Fraud), 16 (Retrospective Payments), 25 (Statutory Obligations and Regulations), 26 (Discrimination), 30 (Data Protection), 31 (Freedom of Information), 32 (Official Secrets), 33 (Confidential Information), 36 (Records and Audit Access), 37 (Transfer and Sub-contracting), 48 (Warranties and Representations)]
<b>"Minor Breach"</b>	Means any breach of the Agreement, the Contract or the Order Form which may be either a partial breach or a breach not so severe to warrant a Material Default.
<b>"Month"</b>	means calendar month
<b>"Order"</b>	means the order submitted by the Contracting Authority to the Provider in accordance with the Call-Off

<b>"Order Form"</b>	means the order submitted to the Provider by the Contracting Authority in accordance with the Contract which sets out the description of the Goods and/or Services (if applicable) to be supplied including, where appropriate, the Key Personnel, the Premises, the timeframe, the Deliverables and the Quality Standards
<b>"Parent Company"</b>	means any company which is the ultimate Holding Company of the Provider or any other company of which the ultimate Holding Company of the Provider is also the ultimate Holding Company and which is either responsible directly or indirectly for the business activities of the Provider or which is engaged by the same or similar business to the Provider. The term <b>"Holding Company"</b> shall have the meaning ascribed in Section 1261 of the Companies Act 2006 or any statutory re-enactment or amendment thereto
<b>"Party"</b>	means the Provider or the Contracting Authority
<b>"Personal Data"</b>	has the meaning given to it in the Data Protection Legislation as amended from time to time;
<b>"Pre-Existing IPR"</b>	shall mean any Intellectual Property Rights vested in or licensed to the Contracting Authority or the Provider prior to or independently of the performance by the Contracting Authority or the Provider of their obligations under the Contract and in respect of the Contracting Authority includes, guidance, specifications, instructions, toolkits, plans, data, drawings, databases, patents, patterns, models and designs
<b>"Premises"</b>	means the location where the Goods and/or Services (if applicable) are to be provided, as set out in the Order Form
<b>"Processing"</b>	has the meaning given to it in the Data Protection Legislation but, for the purposes of this Call Off Contract, it shall include both manual and automatic processing and <b>"Process"</b> and <b>"Processed"</b> shall be interpreted accordingly;
<b>"Prohibited Act"</b>	means any of the following acts, as described in the Bribery Act 2010: <ul style="list-style-type: none"> <li>(a) to directly or indirectly offer, promise or give any person working for or engaged by YPO or another Contracting Authority a financial or other advantage to:</li> <li>(i) induce that person to perform improperly a relevant function or activity; or</li> </ul>



- (ii) reward that person for improper performance of a relevant function or activity;
- (b) to directly or indirectly request, agree to receive or accept any financial or other advantage as an inducement or a reward for improper performance of a relevant function or activity in connection with this Agreement;
- (c) committing any offence:
  - (i) under the Bribery Act;
  - (ii) under legislation creating offences concerning fraudulent acts;
  - (iii) at common law concerning fraudulent acts relating to this Call-off Contract; or

defrauding, attempting to defraud or conspiring to defraud YPO or any other Contracting Authority.

**"Project Specific IPRs"**

means:-

- (a) IPRs in Goods and/or Services (if applicable) [and/or Deliverables] provided by the Provider (or by a third party on behalf of the Provider) specifically for the purposes of the Contract including, any Deliverables, and all updates and amendments of these items and/or
- (b) IPRs arising as a result of the provision of the Goods and/or Services (if applicable) [and/or Deliverables] by the Providers under the Contract

**"Property"**

means the property, other than real property, issued or made available to the Provider by the Contracting Authority in connection with the Contract

**"Provider"**

means the person, firm or company with whom the Contracting Authority enters into the Contract as identified in the Order Form

**"Quality Standards"**

means the quality standards published by BSI British Standards, the National Standards Body of the United Kingdom, the International Organisation for Standardisation or other reputable or equivalent body (and their successor bodies), that a skilled and experienced operator in the same type of industry or business sector as the Provider would reasonably and ordinarily be expected to comply with (as may be further detailed in the Order Form) and any other quality standards set out in the Order Form

<b>"Regulatory Bodies"</b>	means those government departments and regulatory, statutory and other entities, committees, ombudsmen and bodies which, whether under statute, rules, regulations, codes of practice or otherwise, are entitled to regulate, investigate, or influence the matters dealt with in the Contract or any other affairs of the Contracting Authority
<b>"Replacement Provider"</b>	means any third party Provider appointed by the Contracting Authority, to provide any Goods and/or Services (if applicable) which are substantially similar to any of the Goods and/or Services, and which the Contracting Authority receives in substitution for any of the Goods and/or Services (if applicable) following the expiry, termination or partial termination of the Contract
<b>"Request for Information"</b>	shall have the meaning set out in the FOIA or the Environmental Information Regulations as relevant (where the meaning set out for the term "Request" shall apply)
<b>"Staff"</b>	means all persons employed by the Provider to perform its obligations under the Contract together with the Provider's servants, agents and sub-contractors used in the performance of its obligations under the Contract
<b>Staff Vetting Procedures</b>	means the Contracting Authority's Procedures and departmental policies for the vetting of personnel whose role will involve the handling of information of a sensitive or confidential nature or the handling of information which is subject to any relevant security measure including but not limited to, the provisions of the Official Secrets Act 1911 to 1989.
<b>"Sub-Processor"</b>	means any third Party appointed to Process Personal Data on behalf of the Supplier related to this Call Off Contract;
<b>"Tender"</b>	means the document(s) submitted by the Provider to the Contracting Authority in response to the Contracting Authority's Invitation to Tender to provide the Contracting Authority with the Goods and/or Services (as applicable)
<b>"Variation"</b>	has the meaning given to it in Clause 39 (Variation)
<b>"VAT"</b>	means value added tax in accordance with the provisions of the Value Added Tax Act 1994
<b>"Working Day"</b>	means any day other than a Saturday or Sunday or public holiday in England and Wales

The interpretation and construction of the Contract shall be subject to the following provisions:-

- 1.1 Words importing the singular meaning include where the context so admits the plural meaning and vice versa;

- 1.2 Words importing the masculine include the feminine and the neuter;
- 1.3 The words "include", "includes" and "including" are to be construed as if they were immediately followed by the words "without limitation";
- 1.4 References to any person shall include natural persons and partnerships, firms and other incorporated bodies and all other legal persons of whatever kind and however constituted and their successors and permitted assigns or transferees;
- 1.5 References to any statute, enactment, order, regulation or other similar instrument shall be construed as a reference to the statute, enactment, order, regulation or instrument as amended by any subsequent enactment, modification, order, regulation or instrument as subsequently amended or re-enacted;
- 1.6 Headings are included in the Contract for ease of reference only and shall not affect the interpretation or construction of the Contract; and
- 1.7 Reference to a clause is a reference to the whole of that clause unless stated otherwise.
- 1.8 Reference to any employees of the Provider shall not be deemed to include the Provider's agents and sub-contractors unless expressly stated.
- 1.9 "Time" shall be construed to be British Summer Time or Greenwich Mean Time or any other arrangement prevailing generally within England for the time being during the Contract Period.

## **2. INITIAL CONTRACT PERIOD**

The Contract shall take effect on the Commencement Date and shall expire automatically on the date set out in the Order Form, unless it is otherwise terminated in accordance with the provisions of the Contract, or otherwise lawfully terminated, or extended under Clause 3 (Extension of Initial Contract Period).

## **3. EXTENSION OF INITIAL CONTRACT PERIOD**

Subject to satisfactory performance of its obligations under the Contract by the Provider during the Initial Contract Period, the Customer may, by giving written notice to the Provider not less than one (1) month prior to the last day of the Initial Contract Period, extend the Contract [for any further period specified in the Order Form]. The provisions of the Contract will apply throughout any such extended period.

## **4. PROVIDERS STATUS**

At all times during the Contract Period the Provider shall be an independent Provider and nothing in the Contract shall create a contract of employment, a relationship of agency or partnership or a joint venture between the Parties and, accordingly, neither Party shall be authorised to act in the name of, or on behalf of, or otherwise bind the other Party save as expressly permitted by the terms of the Contract.

## **5. PROVISION OF MANAGEMENT INFORMATION**

- 5.1 The Provider shall submit Management Information to YPO and/or the Customer in the form set out in Schedule 5 throughout the Term on the 15<sup>th</sup> day of every Month and thereafter in respect of any Call-Off Contract entered into with any Customer.
- 5.2 YPO may share the Management Information supplied by the Provider with any Contracting Authority.
- 5.3 YPO may make changes to the Management Information which the Provider is required to supply and shall give the Provider at least one (1) month's written notice of any changes.

## **6. CUSTOMER'S OBLIGATIONS**

- 6.1 Save as otherwise expressly provided, the obligations of the Customer under the Contract are obligations of the Customer in its capacity as a contracting counterparty and nothing in the Contract shall operate as an obligation upon, or in any other way fetter or constrain the Customer in any other capacity, nor shall the exercise by the Customer of its duties and powers in any other capacity lead to any liability under the Contract (howsoever arising) on the part of the Customer to the Provider.
- 6.2 The Customer shall select a Provider for Orders in accordance with the Award Criteria outlined in the Invitation to Tender.
- 6.3 The Customer will endeavour to have their Order annotated with the relevant Contract reference number, but this cannot be guaranteed on all Orders.
- 6.4 The Customer shall respond to any reasonable request for information from the Provider.
- 6.5 The Customer will assign an Authorised Representative who will liaise with the Provider's Contract Manager, to ensure both parties use reasonable endeavours to meet the milestones determined in the Implementation Plan where such a plan is appropriate.
- 6.6 The Customer shall ensure that all Orders are awarded in accordance with the provisions of this Contract and in accordance with the Public Contracts Regulations 2015 (and any subsequent re-enactment thereof).

## **7. ENTIRE AGREEMENT**

- 7.1 This Contract constitutes the entire agreement and understanding between the Parties in respect of the matters dealt within it and supersedes, cancels or nullifies any previous agreement between the Parties in relation to such matters.
- 7.2 Each of the Parties acknowledge and agree that by entering into the Contract it does not rely on, and shall have no remedy in respect of, any statement, representation, warranty or undertaking (whether negligently or innocently made) other than as expressly set out in the Contract. The only remedy available to either Party for any such statements, representation, warranty or understanding shall be for breach of contract under the terms of the Contract.
- 7.3 Nothing in Clauses 7.1 and 7.2 shall operate to exclude Fraud or fraudulent misrepresentation.
- 7.4 In the event of and only to the extent of any conflict between the Order Form, the clauses of the Contract and any document referred to in those clauses, the conflict shall be resolved in accordance with the following order of precedence:-
  - (a) legislation and/or code of practice
  - (b) the Order Form;
  - (c) the clauses of the Contract; and
  - (d) any other document referred to in the clauses of the Contract.
- 7.5 For the avoidance of doubt any terms that the Provider may seek to impose and which in any way vary or contradict these Contract Order terms shall be excluded and not form part of the Order
- 7.6 The Contract may be executed in counterparts each of which when executed and delivered shall constitute a duplicate original, but all the counterparts together shall constitute the one agreement.



## **8. NOTICES**

- 8.1 Except as otherwise expressly provided within the Contract, no notice or other communication from one Party to the other shall have any validity under the Contract unless made in writing by or on behalf of the Party sending the communication.
- 8.2 Any notice or other communication which is to be given by either Party to the other shall be given by letter (sent by hand, post, registered post or by the recorded delivery service), by facsimile transmission or electronic mail. Such letters shall be addressed to the other Party in the manner referred to in Clause 8.3. Provided the relevant communication is not returned as undelivered, the notice or communication shall be deemed to have been given two (2) Working Days after the day on which the letter was posted, or four (4) hours, in the case of electronic mail or facsimile transmission or sooner where the other Party acknowledges receipt of such letters, facsimile transmission or item of electronic mail.
- 8.3 For the purposes of Clause 8.2, the address of each Party shall be:-
- (a) For the Customer: the address set out in the Order Form.
  - (b) For the Provider: the address set out in the Order Form.
- 8.4 Either Party may change its address for service by serving a notice in accordance with this clause.

## **9. MISTAKES IN INFORMATION**

The Provider shall be responsible for the accuracy of all drawings, documentation and information supplied to the Customer by the Provider in connection with the provision of the Goods and/or Services (if applicable) and shall pay the Customer any extra costs occasioned by any discrepancies, errors or omissions therein.

## **10. CONFLICTS OF INTEREST**

- 10.1 The Provider shall take appropriate steps to ensure that neither the Provider nor any Staff are placed in a position where (in the reasonable opinion of the Customer), there is or may be an actual conflict, or a potential conflict, between the pecuniary or personal interests of the Provider or Staff and the duties owed to the Customer under the provisions of the Contract.
- 10.2 The Provider shall promptly notify the Customer (and provide full particulars to the Customer) if any conflict referred to in Clause 10.1 above arises or is reasonably foreseeable.
- 10.3 The Customer reserves the right to terminate the Contract immediately by giving notice in writing to the Provider and/or to take such other steps it deems necessary where, in the reasonable opinion of the Customer, there is or may be an actual conflict, or a potential conflict, between the pecuniary or personal interests of the Provider and the duties owed to the Customer under the provisions of the Contract. The actions of the Customer pursuant to this clause shall not prejudice or affect any right of action or remedy which shall have accrued or shall thereafter accrue to the Customer.
- 10.4 This Clause shall apply during the Contract Period and for a period of two (2) years after expiry of the Contract Period.

## **11. PREVENTION OF FRAUD**

- 11.1 The Provider shall take all reasonable steps, in accordance with Good Industry Practice, to prevent any Fraud by Staff and the Provider (including its shareholders, members and directors) in connection with the receipt of monies from the Customer.

11.2 The Provider shall notify the Customer and YPO immediately if it has reason to suspect that any Fraud has occurred, is occurring or is likely to occur.

11.3 If the Provider or its Staff commits any Fraud in relation to this or any other contract with YPO, a Contracting Authority or the Customer, the Customer may:-

(a) terminate the Contract with immediate effect by giving the Provider notice in writing and recover from the Provider the amount of any loss suffered by the Customer resulting from the termination including the cost reasonably incurred by the Customer of making other arrangements for the provision of the Goods and/or Services (if applicable) and any additional expenditure incurred by the Customer throughout the remainder of the Contract Period; and/or

(b) recover in full from the Provider any other loss sustained by the Customer in consequence of any breach of this clause.

**12. NOT USED**

**13. NOT USED**

**14. NOT USED**

**15. PROVISION OF THE GOODS AND/OR SERVICES**

15.1 The Provider shall provide the Goods and/or Services (if applicable) during the Contract Period in accordance with the Customer's requirements as set out in the Contract and the Order Form. The Customer may inspect and examine the manner in which the Provider supplies the Goods and/or Services (if applicable) at the Premises during normal business hours on reasonable notice.

15.2 If the Customer informs the Provider in writing that the Customer reasonably believes that any part of the Goods and/or Services do not meet the requirements of the Contract or differs in any way from those requirements, and this is other than as a result of a Default on the part of the Customer, the Provider shall at its own expense re-schedule and provide or carry out the Goods and/or Services in accordance with the requirements of the Contract within such reasonable time as may be specified by the Customer.

15.3 The Provider acknowledges that in entering into this contract no form of exclusivity has been granted by the Customer and that the Customer is at all times entitled to enter into other contracts and arrangements with other providers for the provision of any or all Goods and/or Services which are the same as or similar to the Goods and/or Services provided under the terms of the Contract.

**16. MANNER OF PROVIDING GOODS AND/OR SERVICES**

16.1 The Provider shall at all times comply with the relevant Legislation, Codes of Conduct and Regulations governing the provision of Goods and/or Services.

16.2 Where applicable the Provider shall maintain and shall ensure that any agents, staff or sub-contractors utilised in the provision of the Goods and/or Services maintain accreditation and certification with the relevant authorisation body. To the extent that the standard of Goods and/or Services has not been specified in the Contract the Provider shall agree the relevant standard of the Goods and/or Services with the Customer prior to the supply of the Goods and provision of the Services, in any event the Provider shall perform its obligations under the Contract in accordance with the Law and Good Industry Practice.

16.3 The Provider shall ensure that all Staff providing the Goods and/or Services shall do so with all due skill, care and diligence and shall possess such qualifications, certification, skills and experience as are necessary for the proper supply of the Goods and provision of the Services.

## **17. KEY PERSONNEL**

- 17.1 The Parties have agreed to the appointment of the Key Personnel.
- 17.2 The Provider acknowledges that the Key Personnel are essential to the proper provision of the Goods and/or Services to the Customer. The Provider shall ensure that the role of any Key Personnel is not vacant for any longer than ten (10) Working Days and that any replacement shall be as or more qualified and experienced as the previous incumbent and fully competent to carry out the tasks assigned to the Key Personnel whom he or she has replaced.
- 17.3 The Customer may also require the Provider to remove any Key Personnel that the Customer considers in any respect unsatisfactory. The Customer shall in no circumstances be liable to the Provider or to their employee in respect of any liability, loss or damage occasioned by such removal and the Provider shall provide an indemnity for any claim made by such employee. The Customer will also not be liable for the cost of replacing any Key Personnel.

## **18. PROVIDER'S STAFF**

- 18.1 The Customer may, by written notice to the Provider, refuse to admit onto, or withdraw permission to remain on, the Premises:-
- 18.1.1.1 any member of Staff; or
- 18.1.1.2 any person employed or engaged by any member of the Staff;
- whose admission or continued presence would, in the reasonable opinion of the Customer, be undesirable.
- 18.2 At the Customer's written request, the Provider shall provide a list of the names and addresses of all persons who may require admission in connection with the Contract to the Premises, specifying the capacities in which they are concerned with the Contract and giving such other particulars as the Customer may reasonably request.
- 18.3 The Provider's Staff, engaged within the boundaries of the Premises, shall comply with such rules, regulations and requirements (including those relating to security arrangements) as may be in force from time to time for the conduct of personnel when at or within the boundaries of those Premises.
- 18.4 If the Provider fails to comply with Clause 18.2 within two (2) Months of the date of the request, the Customer may terminate the Contract, provided always that such termination shall not prejudice or affect any right of action or remedy which shall have accrued or shall thereafter accrue to the Customer.
- 18.5 The decision of the Customer as to whether any person is to be refused access to the Premises and as to whether the Provider has failed to comply with Clause 18 shall be final and conclusive.
- 18.6 The Provider shall comply with the Staff Vetting Procedures in respect of all Provider Staff employed or engaged by the Provider at the Commencement Date were vetted and recruited on a basis that is equivalent to and no less strict than the Staff Vetting Procedure.

## **19. OFFERS OF EMPLOYMENT**

For the duration of the Contract and for a period of twelve (12) Months thereafter neither the Customer nor the Provider shall employ or offer employment to any of the other Party's staff who have been associated with the procurement and/or the contract management of the Goods and/or Services without that other Party's prior written consent.

## **20. CONTRACT PERFORMANCE**

- 20.1 In supplying the Goods and/or Services the Provider shall perform its obligations under the Contract:



- 20.1.1 with appropriately experienced, accredited, certified, qualified and trained Staff;
- 20.1.2 in a timely manner; and in compliance with applicable Laws, including but not limited to Section 2 of the Supply of Goods and Services Act 1982.

20.2 The Provider shall ensure that:

- 20.2.1 the Goods and/or Services conform in all respects with the specifications set out, in the Invitation to Tender, the Order Form and where applicable the Contract or any sample approved by the Customer Authority;
- 20.1.2 the Goods and/or Services operate in accordance with the relevant technical specifications and correspond with the requirements set out in the Order Form;
- 20.1.3 the Goods and/or Services conform in all respects with all applicable Laws; and
- 20.1.4 the Goods and/or Services comply with the relevant Legislation, Codes of Conduct and Regulations governing the provision of Goods and/or Services.

20.3 The Provider shall discharge its obligations hereunder with all due skill, care and diligence including but not limited to the good industry practice and (without limiting the generality of this Clause 20.3) in accordance with its own established internal procedures.

## 21. PAYMENT AND CONTRACT PRICE

### CONTRACT PRICE

- 21.1 In consideration of the Provider's performance of its obligations under the Contract, the Customer shall pay the Contract Price in accordance with Clause 21 (Payment and Contract Price).
- 21.2 The Customer shall, in addition to the Contract Price and following evidence of a valid VAT invoice, pay the Provider a sum equal to the VAT chargeable on the value of the Goods and/or Services supplied in accordance with the Contract.
- 21.3 Unless otherwise expressly stated in the Agreement, the Contract or the Order Form, no claim by the Provider will be allowed for any addition to the Contract Price on the grounds of any matter relating to any document forming part of the Agreement, the Contract or the Order Form or any ambiguity or discrepancy therein on which an experienced Provider could have satisfied himself by reference to the Customer or any other appropriate means.

### PAYMENT AND VAT

- 21.4 The Customer shall pay all sums due to the Provider if properly due and applicable in cleared funds within thirty (30) days of receipt of a valid invoice submitted in accordance with the payment profile set out in the Order Form.
- 21.5 The Provider shall ensure that each invoice contains all appropriate references and a detailed breakdown of the Goods and/or Services provided and that it is supported by any other documentation reasonably required by the Customer to substantiate the invoice.
- 21.6 Where the Provider enters into a sub-contract for the purpose of performing its obligations under the Contract, it shall ensure that a provision is included in the sub-contract which requires payment to be made of all sums due by the Provider to the sub-contractor within a specified period not exceeding thirty (30) days from the receipt of a valid invoice, as defined by the sub-contract requirements.
- 21.7 The Provider shall add VAT to the Contract Price at the prevailing rate as applicable.



21.8 The Provider shall indemnify YPO and the Customer on a continuing basis against any liability, including any interest, penalties or costs incurred which is levied, demanded or assessed on YPO and/or the Customer at any time in respect of the Provider's failure to account for or to pay any VAT relating to payments made to the Provider under the Contract. Any amounts due under this Clause 21.8 shall be paid by the Provider to the YPO and/or the Customer not less than five (5) Working Days before the date upon which the tax or other liability is payable.

21.9 The Provider shall not suspend the provision of the Goods and/or Services unless the Provider is entitled to terminate the Contract under Clause 49 (Termination) for failure to pay undisputed sums of money.

## **22. SET OFF**

22.1 The Provider shall not be entitled to retain or set-off any amount due to YPO or the Customer by it but the Customer may retain or set-off any amount owed to it by the Provider under this Contract which has fallen due and payable against any amount due to the Provider under this Contract.

22.2 If the payment or deduction of any amount referred to in Clause 22.1 is disputed then any undisputed element of that amount shall be paid and the disputed element shall be dealt with in accordance with the Dispute Resolution Procedure.

## **23. RECOVERY OF SUMS DUE**

23.1 Wherever under the Contract any sum of money is recoverable from or payable by the Provider (including any sum which the Provider is liable to pay to the Customer in respect of any breach of the Contract), the Customer may unilaterally deduct that sum from any sum then due, or which at any later time may become due to the Provider under the Contract or under any other agreement or contract with the Customer.

23.2 Any overpayment by either Party, whether of the Contract Price or of VAT or otherwise, shall be a sum of money recoverable by the Party who made the overpayment from the Party in receipt of the overpayment.

23.3 The Provider shall make any payments due to the Contracting Authority without any deduction whether by way of set-off, counterclaim, discount, abatement or otherwise unless the Provider has a valid court order requiring an amount equal to such deduction to be paid by the Contracting Authority to the Provider.

23.4 All payments due shall be made within a reasonable time unless otherwise specified in the Contract, in cleared funds, to such bank or building society account as the recipient Party may from time to time direct.

## **24. EURO**

24.1 Any requirement of Law to account for the Goods and/or Services in Euro (or to prepare for such accounting) instead of and/or in addition to Sterling, shall be implemented by the Provider free of charge to the Contracting Authority.

24.2 The Contracting Authority shall provide all reasonable assistance to facilitate compliance with Clause 24.1 by the Provider.

## **25. STATUTORY OBLIGATIONS AND REGULATIONS**

### **PREVENTION OF BRIBERY AND CORRUPTION**

25.1 The Provider:

25.1.1 has not, will not, and will procure that its staff (and any agents or sub-contractors) have not committed and will not commit a Prohibited Act in connection with this Contract;

- 25.1.2 has not given and will not give any fee or reward to any person which it is an offence under Section 117(2) of the Local Government Act 1972 to receive
- 25.1.3 represents and undertakes that it is not aware of any financial or other advantage being given to any person working for or engaged by YPO or the Customer or that a contract has been reached to that effect in connection with the securing or execution of this contract, or any other contract with YPO or the Customer, excluding any arrangements of which full details have been disclosed in writing to YPO and/or the Customer prior to the execution of this contract
- 25.2 The Provider will upon request provide the Customer with all reasonable assistance to enable the Customer to perform any activity required for the purposes of complying with the Bribery Act, as may be required of the Customer by any relevant government or agency in any relevant jurisdiction. Should the Customer request such assistance the Customer shall pay the reasonable expenses of the Provider arising as a result.
- 25.3 The Provider will provide to the Customer certification (if requested to do so) in writing and signed by an officer of the Provider, of the compliance with this Clause 25 by:
- 25.3.1 the Provider and
- 25.3.2 all persons associated with the Provider; and
- 25.3.3 any other persons who are supplying Goods and/or Services in connection with this contract.
- 25.4 Certification will be provided to the Customer within 15 working days of the Commencement Date and annually thereafter for the Term. The Provider will provide any evidence of compliance as may reasonably be requested by the Customer.
- 25.5 The Provider will have in place an anti-bribery policy for the purpose of preventing any of its staff from committing any Prohibited Act. Such policy shall be disclosed to the Customer and enforced by the Provider where appropriate.
- 25.6 Should the Provider become aware of or suspect any breach of Clause 25 it will notify the Customer immediately.
- 25.7 Following notification under Clause 25.6 the Provider will respond promptly and fully to the enquiries of the Customer, cooperate with any investigation undertaken by the Customer and allow the Customer to audit any books, records and other relevant documentation. The Provider's obligations under this Clause 25.7 shall survive the expiry or termination of this Contract for a further period of 6 years.
- 25.8 The Customer may recover in full from the Provider and the Provider shall indemnify the Customer in full from and against any other loss sustained by the Customer in consequence of any breach of this Clause 25 (Prevention of Bribery and Corruption), whether or not the Contract has been terminated.
- 25.9 The Customer may terminate this Contract and any Order immediately upon serving written notice if the Provider, its staff or any sub-contractor's staff whether or not acting with the Provider's knowledge, breaches Clause 25.1. Before exercising its right of termination under this Clause 25.9 the Customer will give all due consideration to other action beside termination unless the Prohibited Act is committed by:
- 25.9.1 the Provider or a senior officer of the Provider; or
- 25.9.2 a member of Staff, agents or sub-contractors who are not acting independently of the Provider. The expression 'not acting independently of' (when used in relation to the Provider or sub-contractor) means and shall be construed as acting;
- (a) with the authority of; or
- (b) with the actual knowledge; of any one or more of the Provider's, agents or sub-contractor's (as applicable) directors [or Partners]or

- (c) in circumstances where any one or more of the directors (or Partners) of the Provider, their agent or sub-contractor (as applicable) ought reasonably to have had knowledge.

25.10 Any notice of termination by the Customer under Clause 25.9 must specify:

- 25.10.1 the nature of the Prohibited Act;
- 25.10.2 the identity of the person whom the Customer believes has committed the prohibited act
- 25.10.3 the date on which this Contract will terminate.

25.11 In the event of any breach of Clause 25.1 the Customer is entitled to recover from the Provider the value of any gift, consideration or commission.

25.12 Notwithstanding Clause 58 (Dispute Resolution) any dispute relating to:

- 25.12.1 the interpretation of this Clause 25 or
- 25.12.2 the amount or value of any gift, consideration, commission or other financial advantage shall be determined by the Customer and its decision shall be final and conclusive

25.13 Termination under Clause 25 will :

- 25.13.1 be without prejudice to any right or remedy which has already accrued or subsequently accrues to the Customer under this Contract.
- 25.13.2 prohibit the Provider from claiming any damages for early termination; and
- 25.13.3 allow the Customer to recover from the Provider the amount of any loss suffered by the Customer resulting from the termination; or
- 25.13.4 entitle the Customer to be indemnified by the Provider for any additional costs losses, damages or expenses incurred in re-procuring and obtaining the Goods and/or Services from another party.

## **26. DISCRIMINATION**

26.1 The Provider shall not unlawfully discriminate within the meaning and scope of any law, enactment, order or regulation relating to discrimination (whether in race, gender, religion, disability, sexual orientation, age or otherwise).

26.2 The Provider shall take all reasonable steps to secure the observance of Clause 26.1 by all servants, employees or agents of the Provider and all Providers and sub-contractors employed in the execution of the Contract.

## **27. THE CONTRACTS (RIGHTS OF THIRD PARTIES) ACT 1999**

A person who is not a Party to the Contract has no right under the Contracts (Rights of Third Parties) Act 1999 to enforce any of its provisions which, expressly or by implication, confer a benefit on him, without the prior written agreement of the Parties, but this does not affect any right or remedy of any person which exists or is available otherwise than pursuant to that Act and does not apply to the Crown.

## **28. ENVIRONMENTAL REQUIREMENTS**



The Provider shall, when working on the Premises, perform its obligations under the Contract in accordance with the Customer's environmental policy, which is to conserve energy, water, wood, paper and other resources, reduce waste and phase out the use of ozone depleting substances and minimise the release of greenhouse gases, volatile organic compounds and other substances damaging to health and the environment.

## **29. HEALTH AND SAFETY**

- 29.1 The Provider shall promptly notify YPO and the Customer of any health and safety hazards which may arise in connection with the performance of its obligations under the Contract. The Customer shall promptly notify the Provider of any health and safety hazards which may exist or arise at the Premises and which may affect the Provider in the performance of its obligations under the Contract.
- 29.2 While on the Premises, the Provider shall comply with any health and safety measures implemented by the Customer in respect of Staff and other persons working there.
- 29.3 The Provider shall notify the Customer immediately in the event of any incident occurring in the performance of its obligations under the Contract on the Premises where that incident causes any personal injury or damage to property which could give rise to personal injury.
- 29.4 The Provider shall comply with the requirements of the Health and Safety at Work etc. Act 1974 and any other acts, orders, regulations and codes of practice relating to health and safety, which may apply to Staff and other persons working on the Premises in the provision of the Goods and/or Services under the Contract.
- 29.5 The Provider shall ensure that its health and safety policy statement (as required by the Health and Safety at Work etc Act 1974) is made available to the Customer on request.

## **PROTECTION OF INFORMATION**

### **30. DATA PROTECTION**

- 30.1 Where any Personal Data is Processed in connection with the exercise of the Parties' rights and obligations under this Call Off Contract, the Parties acknowledge that the Customer is the Data Controller and that the Supplier is the Data Processor.
- 30.2 The Supplier shall:
- (a) Process the Personal Data only in accordance with instructions from the Customer to perform its obligations under this Call Off Contract;
  - (b) ensure that at all times it has in place appropriate technical and organisational measures to guard against unauthorised or unlawful Processing of the Personal Data and/or accidental loss, destruction, or damage to the Personal Data;
  - (c) not disclose or transfer the Personal Data to any third party or Supplier Personnel unless necessary for the provision of the Goods and/or Services and, for any disclosure or transfer of Personal Data to any third party, obtain the prior written consent of the Customer (save where such disclosure or transfer is specifically authorised under this Call Off Contract)
  - (d) take reasonable steps to ensure the reliability and integrity of any Supplier Personnel who have access to the Personal Data and ensure that the Supplier Personnel:
    - (i) are aware of and comply with the Supplier's duties under the Call Off Contract;
    - (ii) are informed of the confidential nature of the Personal Data and do not publish, disclose or divulge any of the Personal Data to any third party unless directed in writing to do so by the Customer or as otherwise permitted by this Call Off Contract; and

- (iii) have undergone adequate training in the use, care, protection and handling of Personal Data (as defined in the DPA);
- (e) notify the Customer immediately if it becomes aware of a Data Loss Event or if it receives:
  - (i) from a Data Subject (or third party on their behalf) a Data Subject Access Request (or purported Data Subject Access Request) a request to rectify, block or erase any Personal Data or any other request, complaint or communication relating to the Customer's obligations under the DPA;
  - (ii) any communication from the Information Commissioner or any other regulatory authority in connection with Personal Data; or
  - (iii) a request from any third party for disclosure of Personal Data where compliance with such request is required or purported to be required by Law;
- (f) provide the Customer with full cooperation and assistance (within the timescales reasonably required by them) in relation to any complaint, communication or request made (as referred to at Clause 30.2(e)) including by promptly providing:
  - (i) the Customer with full details and copies of the complaint, communication or request;
  - (ii) where applicable, such assistance as is reasonably requested by the Customer to enable them to comply with the Data Subject Access Request within the relevant timescales set out in the DPA; and
  - (iii) the Customer, on request by the Customer, with any Personal Data it holds in relation to a Data Subject; and
- (g) if requested by the Customer, provide a written description of the measures that has taken and technical and organisational security measures in place, for the purpose of compliance with its obligations pursuant to Clause 30 and provide to the Customer copies of all documentation relevant to such compliance including, protocols, procedures, guidance, training and manuals.

30.3 The Supplier shall not Process or otherwise transfer any Personal Data in or to a Restricted Country. If, after the Call Off Commencement Date, the Supplier or any Sub-Contractor wishes to Process and/or transfer any Personal Data in or to any Restricted Country outside the European Economic Area, the following provisions shall apply:

30.3.1 the Supplier shall propose a Variation to the Customer which, if it is agreed by them, shall be dealt with in accordance with the Variation Procedure;

30.3.2 the Supplier shall set out in its proposal to the Customer for a Variation details of the following:

- (i) the Personal Data which will be transferred to and/or Processed in or to any Restricted Countries;
- (ii) the Restricted Countries to which the Personal Data will be transferred and/or Processed; and
- (iii) any Sub-Contractors or other third parties who will be Processing and/or receiving Personal Data in Restricted Countries;
- (iv) how the Supplier will ensure an adequate level of protection and adequate safeguards in respect of the Personal Data that will be Processed in and/or transferred to Restricted Countries so as to ensure the Customer's compliance with the DPA;

30.3.3 in providing and evaluating the Variation, the Parties shall ensure that they have regard to and comply with then-current Customer, Central Government Bodies and Information

Commissioner Office policies, procedures, guidance and codes of practice on, and any approvals processes in connection with, the Processing in and/or transfers of Personal Data to any Restricted Countries; and

30.3.4 the Supplier shall comply with such other instructions and shall carry out such other actions as the Customer may notify in writing, including:

- (i) incorporating standard and/or model clauses (which are approved by the European Commission as offering adequate safeguards under the DPA) into this Call Off Contract or a separate data processing agreement between the Parties; and
- (ii) procuring that any Sub-Contractor or other third party who will be Processing and/or receiving or accessing the Personal Data in any Restricted Countries either enters into:
  - (1) a direct data processing agreement with the Customer on such terms as may be required by them; or
  - (2) a data processing agreement with the Supplier on terms which are equivalent to those agreed between the Customer and the Sub-Contractor relating to the relevant Personal Data transfer, and
- (iii) in each case which the Supplier acknowledges may include the incorporation of model contract provisions (which are approved by the European Commission as offering adequate safeguards under the DPA) and technical and organisation measures which the Customer deems necessary for the purpose of protecting Personal Data.

30.4 The Supplier shall use its reasonable endeavours to assist the Customer to comply with any obligations under the DPA and shall not perform its obligations under this Call Off Contract in such a way as to cause the Customer to breach any of their obligations under the DPA to the extent the Supplier is aware, or ought reasonably to have been aware, that the same would be a breach of such obligations.

30.5 The Supplier shall designate a data protection officer if required by the Data Protection Legislation.

30.6 Before allowing any Sub-Processor to process any Personal Data related to this Call Off Contract, the Supplier shall:

- (a) notify the Customer in writing of the intended Sub-Processor and processing;
- (b) obtain the written consent of the Customer;
- (c) enter into a written agreement with the Sub-Processor which give effect to the terms set out in this Clause 30.1 such that they apply to the Sub-Processor; and provide the Customer with such information regarding the Sub-Processor as they may reasonably require.

30.7 The Supplier shall remain fully liable for all acts or omissions of any Sub-Processor.

## **31. FREEDOM OF INFORMATION**

31.1 The Provider acknowledges that the Customer is subject to the requirements of the FOIA and the Environmental Information Regulations and shall assist and cooperate with the Customer to enable them to comply with its Information disclosure obligations

31.2 The Provider shall and shall procure that its employees, agents and sub-contractors shall:

- 31.2.1 transfer to the Customer all Requests for Information that it receives as soon as practicable and in any event within two Working Days of receiving a Request for Information;
- 31.2.2 provide the Customer with a copy of all Information in its possession, or power in the form that the Customer requires within five Working Days (or such other period as the Customer may specify) of the Customer's request; and



31.2.3 provide all necessary assistance as reasonably requested by the Customer to enable the Customer to respond to the Request for Information within the time for compliance set out in Section 10 of the FOIA or Regulation 5 of the Environmental Information Regulations.

31.3 The Customer shall be responsible for determining in its absolute discretion and notwithstanding any other provision in this Contract or any other agreement whether the Commercially Sensitive Information and/or any other Information is exempt from disclosure in accordance with the provisions of the FOIA or the Environmental Information Regulations.

31.4 In no event shall the Provider respond directly to a Request for Information unless expressly authorised to do so by the Customer.

31.5 The Provider acknowledges that (notwithstanding the provisions of Clause 31.2) the Customer may, acting in accordance with the Secretary of State for Constitutional Affairs Code of Practice on the Discharge of the Functions of Public Authorities under Part 1 of the Freedom of Information Act 2000 ("the Code"), be obliged under the FOIA, or the Environmental Information Regulations to disclose information concerning the Provider of the Goods and/or Services (if applicable):

1.1.1 31.5.1 in certain circumstances without consulting the Provider; or

1.1.2 31.5.2 following consultation with the Provider and having taken their views into account;

1.1.3 31.5.3 provided always that where Clause 31.2 applies the Customer shall, in accordance with any recommendations of the Code, take reasonable steps, where appropriate, to give the Provider advanced notice, or failing that, to draw the disclosure to the Provider's attention after any such disclosure.

31.6 The Provider shall ensure that all Information is retained for disclosure and shall permit the Customer to inspect such records as requested from time to time.

1.2 31.7 The Provider acknowledges that the Commercially Sensitive Information listed in Schedule 6 is of indicative value only and that the Customer may be obliged to disclose it in accordance with Clause 31.5.

## **32. OFFICIAL SECRETS ACTS 1911 TO 1989, SECTION 182 OF THE FINANCE ACT 1989**

32.1 The Provider shall comply with and shall ensure that its Staff comply with, the provisions of:-

32.1.1 the Official Secrets Acts 1911 to 1989; and Section 182 of the Finance Act 1989.

32.1.2 In the event that the Provider or its Staff fail to comply with this Clause, the Customer reserves the right to terminate the Contract by giving notice in writing to the Provider.

## **33. CONFIDENTIAL INFORMATION**

33.1 Except to the extent set out in this clause or where disclosure is expressly permitted elsewhere in this Contract, each Party shall:

1.2.1 33.1.1 treat the other Party's Confidential Information as confidential [and safeguard it accordingly]; and

1.2.2 33.1.2 not disclose the other Party's Confidential Information to any other person without the owner's prior written consent.

33.2 Clause 33.1 shall not apply to the extent that:

- 1.2.3 33.2.1 such disclosure is a requirement of Law placed upon the Party making the disclosure, including any requirements for disclosure under the FOIA or the Environmental Information Regulations pursuant to Clause 31 (Freedom of Information);
- 1.2.4 33.2.2 such information was in the possession of the Party making the disclosure without obligation of confidentiality prior to its disclosure by the information owner;
- 1.2.5 33.2.3 such information was obtained from a third party without obligation of confidentiality;
- 1.2.6 33.2.4 such information was already in the public domain at the time of disclosure otherwise than by a breach of this Contract; or
- 33.2.5 it is independently developed without access to the other party's Confidential Information.
- 33.3 The Provider may only disclose the Customer's Confidential Information to its Staff who are directly involved in the provision of the Goods and/or Services and who need to know the information and shall ensure that such Staff are aware of and shall comply with these obligations as to confidentiality.
- 33.4 The Provider shall not, and shall procure that its Staff do not, use any of the Customers Confidential Information received otherwise than for the purposes of this Contract.
- 33.5 Nothing in this Agreement shall prevent the Customer from disclosing the Provider's Confidential Information:
  - 1.2.7 33.5.1 to any Crown Body or any other Contracting Authority. All Crown Bodies or Contracting Authorities receiving such Confidential Information shall be entitled to further disclose the Confidential Information to other Crown Bodies or other Contracting Authorities on the basis that the information is confidential and is not to be disclosed to a third party which is not part of any Crown Body or any Contracting Authority;
  - 1.2.8 33.5.2 to any consultant, Provider or other person engaged by the Customer or any person conducting a gateway review;
  - 1.2.9 33.5.3 for the purpose of the examination and certification of the Customer's accounts;
  - 1.2.10 33.5.4 for any examination pursuant to Section 6(1) of the National Audit Act 1983 or the Audit Commission Act 1998 or any relevant Law making similar provision with regard to the Customer of the economy, efficiency and effectiveness with which the Customer has used its resources.
- 33.6 The Customer shall use all reasonable endeavours to ensure that any government department, Contracting Authority, employee, third party or sub-contractor to whom the Provider's Confidential Information is disclosed pursuant to Clause 33 is made aware of the Customer's obligations of confidentiality.
- 33.7 Nothing in this Clause 33 shall prevent either party from using any techniques, ideas or know-how gained during the performance of the Contract in the course of its normal business to the extent that this use does not result in a disclosure of the other party's Confidential Information or an infringement of Intellectual Property Rights.
- 33.8 The Provider shall not without the prior written consent of the Customer divulge the existence of the Agreement, the Contract or any Order or disclose any information relating to or contained in the Agreement, the Contract or any Order to any person who is not engaged in the provision of the Goods and/or Services (if applicable).
- 33.9 In the event that the Provider fails to comply with this Clause 33 the Customer reserves the right to terminate the Contract by notice in writing with immediate effect.



33.10 The provisions of this Clause shall apply notwithstanding termination of the Contract.

#### **34. PUBLICITY, MEDIA AND OFFICIAL ENQUIRIES**

34.1 The Provider shall not make any press announcements or publicise the Contract in any way without the Customer's prior Approval and shall take reasonable steps to ensure that its servants, agents, employees, sub-contractors, suppliers, professional advisors and consultants comply with this Clause 34.1.

34.2 The Customer shall be entitled to publicise the Contract in accordance with any legal obligation upon the Customer, including any examination of the Contract by the Auditor.

34.3 The Providers shall not do anything or cause anything to be done, which may damage the reputation of the Customer or bring the Customer into disrepute.

#### **35. INTELLECTUAL PROPERTY RIGHTS**

35.1 Save as granted elsewhere under the Contract, neither the Customer nor the Provider shall acquire any right, title or interest in the other's Pre-Existing IPR.

35.2 The Provider shall not, and shall procure that the Staff shall not, (except when necessary for the performance of the Contract) without prior Approval, use or disclose any Customer's Pre-Existing IPR or the Project Specific IPRs to any third party.

35.3 All title to and all rights and interest in the Project Specific IPRs shall vest in the Customer. The Provider hereby assigns to the Customer, with full title guarantee, title to and all rights and interest in the Project Specific IPRs and/or shall procure that the first owner of the Project Specific IPRs also does so.

35.4 The assignment under Clause 35.3 shall either take effect on the date of the Contract or as a present assignment of future rights that will take effect immediately on the coming into existence of the relevant Project Specific IPRs, as appropriate.

35.5 The Provider shall waive or procure a waiver of any moral rights in any copyright works assigned to the Customer under the Contract.

35.6 If requested to do so by the Customer, the Provider shall without charge to the Customer execute all documents and do all such further acts as the Customer may require perfecting the assignment under Clause 35.3 or shall procure that the owner of the Project Specific IPRs does so on the same basis.

35.7 The Customer hereby grants to the Provider a non-exclusive, revocable, non-assignable licence to use the Customer's Pre-Existing IPR and the Project Specific IPRs during the Contract Period for the sole purpose of enabling the Provider to supply the Goods and/or Services [and/or supply the Deliverables].

35.8 Prior to using any third party Intellectual Property Rights, the Provider shall obtain the Approval of the Customer. The Provider shall provide the Customer with details of any third party licence required by the Provider and/or the Customer in order for the Provider to carry out its obligations under the Contract using the third party Intellectual Property Rights. The Customer reserves the right to withhold Approval in the event that it does not agree to the terms of the third party licence or where any additional charges will be incurred.

35.9 Where the Provider is granted Approval by the Customer to use the third party rights, the Provider shall procure that the owner of third party rights grants to the Customer a licence upon the terms informed to the Customer when seeking the Approval.

35.10 The Provider shall, during and after the Contract Period, indemnify and keep indemnified and hold YPO, the Customer and the Crown harmless from and against all actions, suits, claims, demands, losses, charges, damages, costs and expenses and other liabilities which YPO, the Customer or the

Crown may suffer or incur as a result of any claim that the performance by the Provider of the Goods and/or Services and/or supply of the Deliverables and/or the possession or use by the Customer of the Deliverables infringes or allegedly infringes a third party's Intellectual Property Rights ("Claim") except where the Claim arises from:-

35.10.1 items or materials based upon designs supplied by the Customer; or

35.10.2 the use of data supplied by the Customer which is not required to be verified by the Provider under any provision of the Contract.

35.11 The Customer shall notify the Provider in writing of the Claim and the Customer shall not make any admissions which may be prejudicial to the defence or settlement of the Claim. The Provider shall at its own expense conduct all negotiations and any litigation arising in connection with the Claim provided always that the Provider:

35.11.1 shall consult the Customer on all substantive issues which arise during the conduct of such litigation and negotiations;

35.11.2 shall take due and proper account of the interests of the Customer; and

35.11.3 shall not settle or compromise the Claim without the Customer's prior Approval (not to be unreasonably withheld or delayed).

35.12 If a Claim is made in connection with the Contract or in the reasonable opinion of the Provider is likely to be made, the Provider shall immediately notify the Customer and, at its own expense and subject to the consent of the Customer (not to be unreasonably withheld or delayed), use its best endeavours to:-

35.12.1 modify the relevant part of the Goods and/or Services (as applicable) or the Deliverables without reducing the performance or functionality of the same, or substitute alternative Goods and/or Services or deliverables of equivalent performance and functionality, so as to avoid the infringement or the alleged infringement, provided that the provisions herein shall apply with any necessary changes to such modified Goods and/or Services [or deliverables] or to the substitute Goods and/or Services; or

35.12.2 procure a licence to use and provide the Goods and/or Services [or the Deliverables], which are the subject of the alleged infringement, on terms which are acceptable to the Customer,

and in the event that the Provider is unable to comply with Clause 35.12 within 20 Working Days of receipt of the Provider's notification the Customer may terminate the Contract with immediate effect by notice in writing and the Provider shall, upon demand, refund the Customer with all monies paid in respect of the Goods and/or Services [or Deliverable] that is subject to the Claim.

35.13 In the event that a modification or substitution in accordance with Clause 35.12.1 is not possible so as to avoid the infringement, or the Provider has been unable to procure a licence in accordance with Clause 35.12.2 the Customer shall be entitled to delete the relevant Service from the Contract.

35.14 This Clause 35.14 sets out the entire financial liability of the Provider with regard to the infringement of any Intellectual Property Rights as a result of the provision of the Goods and/or Services [and/or the provision of the Deliverables] hereunder. This shall not affect the Provider's financial liability for other Defaults or causes of action that may arise hereunder.

## **36. RECORDS AND AUDIT ACCESS**

36.1 The Provider shall keep and maintain until six (6) years after the date of termination or expiry (whichever is the earlier) of the Contract (or as long a period as may be agreed between the Parties), full and accurate records and accounts of the operation of the Contract including: the Goods and/or Services provided under the Agreement and the Call-Off Contracts entered into with YPO, the

Customer and each individual Contracting Authority and the amounts paid by the Customer and each Contracting Authority.

- 36.2 The Provider shall keep the records and accounts referred to in Clause 36.1 above in accordance with good accountancy practice.
- 36.3 The Provider shall on request afford the Customer, the Customer's representatives and/or the Auditor such access to such records and accounts as may be required by the Customer from time to time.
- 36.4 The Provider shall provide such records and accounts (together with copies of the Provider's published accounts) during the Contract Period and for a period of six (6) years after the expiry of the Contract Period to the Customer and the Auditor.
- 36.5 The Customer shall use reasonable endeavours to ensure that the conduct of each audit does not unreasonably disrupt the Provider or delay the provision of the Goods and/or Services save insofar as the Provider accepts and acknowledges that control over the conduct of audits carried out by the Auditor is outside of the control of the Customer.
- 36.6 Subject to the Customer's rights of Confidential Information, the Provider shall on demand provide the Auditors with all reasonable co-operation and assistance in relation to each audit, including:-
- 36.6.1 all information requested by the Customer within the scope of the audit;
  - 36.6.2 reasonable access to sites controlled by the Provider and to Equipment used in the provision of the Goods and/or Services; and
  - 36.6.3 access to the Staff.
- 36.7 The Parties agree that they shall bear their own respective costs and expenses incurred in respect of compliance with their obligations under this Clause, unless the audit reveals a material Default by the Provider in which case the Provider shall reimburse the Customer for the Customer's reasonable costs incurred in relation to the audit.

## **CONTROL OF THE CONTRACT**

### **37. TRANSFER AND SUB CONTRACTING**

- 37.1 The Provider shall not assign, novate, sub-contract or in any other way dispose of the Contract or any part of it without prior Approval. Sub-contracting any part of the Contract shall not relieve the Provider of any obligation or duty attributable to the Provider under the Contract.
- 37.2 The Provider shall be responsible for the acts and omissions of its sub-contractors as though they are its own. All sub-contractors must be appropriately managed and responsibility for the quality of workmanship, warranties and guarantees will remain the responsibility of the Provider.
- 37.3 Where the Customer has consented to the placing of sub-contracts, copies of each sub-contract shall, at the request of the Customer, be sent by the Provider to the Customer as soon as reasonably practicable.
- 37.4 Subject to Clause 37.6, the Customer may assign, novate or otherwise dispose of its rights and obligations under the Contract or any part thereof to:-
- 37.4.1 any Contracting Authority; or
  - 37.4.2 any other body established by the Crown or under statute in order substantially to perform any of the functions that had previously been performed by the Customer; or
  - 37.4.3 any private sector body which substantially performs the functions of the Customer,



provided that any such assignment, novation or other disposal shall not increase the burden of the Provider's obligations under the Contract.

37.5 Any change in the legal status of the Customer such that it ceases to be a Contracting Authority shall not, subject to Clause 37.6, affect the validity of the Contract. In such circumstances, the Contract shall bind and inure to the benefit of any successor body to the Customer.

37.6 If the rights and obligations under the Contract are assigned, novated or otherwise disposed of pursuant to Clause 37.4 to a body which is not a Contracting Authority or if there is a change in the legal status of the Customer such that it ceases to be a Contracting Authority (in the remainder of this clause both such bodies being referred to as "**the Transferee**");-

37.6.1 the rights of termination of the Customer in Clause 49 (Termination) shall be available to the Provider in the event of, respectively, the bankruptcy or insolvency, or Default of the Transferee; and

37.6.2 the Transferee shall only be able to assign, novate or otherwise dispose of its rights and obligations under the Contract or any part thereof with the previous consent in writing of the Provider

37.7 The Customer may disclose to any Transferee any Confidential Information of the Provider which relates to the performance of the Provider's obligations under the Contract. In such circumstances the Customer shall authorise the Transferee to use such Confidential Information only for purposes relating to the performance of the Provider's obligations under the Contract and for no other purposes and shall take all reasonable steps to ensure that the Transferee gives a Confidential Information undertaking in relation to such Confidential Information.

37.8 Each Party shall at its own cost and expense carry out, or use all reasonable endeavours to ensure the carrying out of, whatever further actions (including the execution of further documents) the other Party reasonably requires from time to time for the purpose of giving that other Party the full benefit of the provisions of the Contract.

## **38. WAIVER**

38.1 The failure of either Party to insist upon strict performance of any provision of the Contract, or the failure of either Party to exercise, or any delay in exercising, any right or remedy shall not constitute a waiver of that right or remedy and shall not cause a diminution of the obligations established by the Contract.

38.2 No waiver shall be effective unless it is expressly stated to be a waiver and communicated to the other Party in writing in accordance with Clause 8 (Notices).

38.3 A waiver of any right or remedy arising from a breach of the Contract shall not constitute a waiver of any right or remedy arising from any other or subsequent breach of the Contract.

## **39. VARIATION**

39.1 Subject to the provisions of this Clause 39.1, the Customer may request a variation to the Goods and/or Services ordered provided that such variation does not amount to a material change to the Order. Such a change is hereinafter called a "Variation".

39.2 The Customer may request a Variation by completing and sending the Variation form attached at Appendix 2 ("**the Customer Variation Form**") to the Provider giving sufficient information for the Provider to assess the extent of the Variation and any additional cost that may be incurred. The Provider shall respond to a request for a Variation within the time limits specified in the Variation Form. Such time limits shall be reasonable having regard to the nature of the Order.

39.3 In the event that the Provider is unable to provide the Variation to the Goods and/or Services or where the Parties are unable to agree a change to the Contract Price, the Customer may:

39.3.1 agree to allow the Provider to continue to perform their obligations under the Contract without the Variation; or

39.3.2 terminate the Contract with immediate effect, except where the Provider has already delivered part or all of the Order in accordance with the Order Form or where the Provider can show evidence of substantial work being carried out to fulfil the Order, and in such a case the Parties shall attempt to agree upon a resolution to the matter. Where a resolution cannot be reached, the matter shall be dealt with under the Dispute Resolution Procedure detailed at Clause 58.

39.4 If the Parties agree the Variation and any variation in the Contract Price, the Provider shall carry out such Variation and be bound by the same provisions so far as is applicable, as though such Variation was stated in the Contract.

#### **40. SEVERABILITY**

40.1 If any provision of the Contract is held invalid, illegal or unenforceable for any reason, such provision shall be severed and the remainder of the provisions hereof shall continue in full force and effect as if the Contract had been executed with the invalid, illegal or unenforceable provision eliminated.

40.2 In the event of a holding of invalidity so fundamental as to prevent the accomplishment of the purpose of the Contract, the Customer and the Provider shall immediately commence good faith negotiations to remedy such invalidity.

#### **41. REMEDIES IN THE EVENT OF INADEQUATE PERFORMANCE OF THE GOODS AND/OR SERVICES**

41.1 Where a complaint is received about the standard of Goods and/or Services or about the manner in which any Goods and Services have been supplied or about the materials or procedures used or about any other matter connected with the performance of the Provider's obligations under the Contract, then the Customer shall take all reasonable steps to investigate the complaint.

41.2 Where a complaint is received about the quality of the Goods or of installation of the Goods then the Provider may at their own cost and expense arrange for the Goods to be tested either at an Independent Testing House/Organisation or inspected in situ by an Independent Testing Engineer.

41.3 The Customer may, in its sole discretion, uphold the complaint, or take further action in accordance with Clause 49 (Termination) of the Contract.

41.4 In the event that the Customer is of the reasonable opinion that there has been a material breach of the Contract by the Provider, then the Customer may, without prejudice to its rights under Clause 49 (Termination), do any of the following:

41.4.1 without terminating the Contract, itself provide or procure the provision of all or part of the Goods and/or Services (if applicable) until such time as the Provider shall have demonstrated to the reasonable satisfaction of the Customer that the Provider will once more be able to provide all or such part of the Goods and/or Services (if applicable) in accordance with the Contract;

41.4.2 without terminating the whole of the Contract, terminate the Contract in respect of part of the Goods and/or Services (whereupon a corresponding reduction in the Contract Price shall be made) and thereafter itself provide or procure a third party to provide such part of the Goods and/or Services(as applicable);

41.4.3 terminate, in accordance with Clause 49 (Termination), the whole of the Contract; and/or

41.4.4 charge the Provider for and the Provider shall pay any costs reasonably incurred by the Customer (including any reasonable administration costs) in respect of the provision of any part of the Goods and/or Services by the Customer or a third party to the extent that such



costs exceed the payment which would otherwise have been payable to the Provider for such part of the Goods and/or Services provided that the Customer uses its reasonable endeavours to mitigate any additional expenditure in obtaining replacement Goods and/or Services (as applicable).

41.5 If the Provider fails to provide any of the Goods and/or Services in accordance with the provisions of the Contract and such failure is capable of remedy, then the Customer shall instruct the Provider to remedy the failure and the Provider shall at its own cost and expense remedy such failure (and any damage resulting from such failure) within [ten (10)] Working Days of the Customer's instructions or such other period of time as the Customer may direct.

41.6 In the event that the Provider

41.6.1 fails to comply with Clause 41.4 above and the failure is materially adverse to the interests of the Customer or prevents the Customer from discharging a statutory duty; or

41.6.2 persistently fails to comply with Clause 41.4 above;

the Customer may terminate the Contract with immediate effect by giving the Provider notice in writing.

## 42. LIQUIDATED DAMAGES

42.1 If the Provider fails to deliver the Goods or perform the Services (as applicable) by the date(s) agreed, or specified in the Order Form or (where an extension of time has been agreed by the Parties) the revised date for delivery (as the context requires, the "Agreed Delivery Date");-

42.1.1 the Provider shall pay the Customer a sum by way of liquidated damages for each day between the Agreed Delivery Date and the date on which the Goods are delivered or Services are provided to the Customer, equal to [ ]% of the Contract Price for the relevant Goods and/or Services, up to a maximum amount of [ ]% of the Contract Price ("Liquidated Damages Threshold"). Subject to Clause 42.3, during the period in which liquidated damages are payable under this Clause 42.1.1 ("Liquidated Damages Period") the liquidated damages payable in accordance with this Clause 42.1.1 shall be the Customer's only remedy for any loss or damage suffered or incurred by the Customer in relation to the failure by the Provider to deliver the Goods or provide the Services by the Agreed Delivery Date; and

42.1.2 if the sums payable by the Provider pursuant to Clause 42.1.1 meet or exceed the Liquidated Damages Threshold, the Customer shall be entitled to:

- i claim any remedy available to it (whether under the Contract or otherwise) for loss or damage incurred or suffered over and above the Liquidated Damages Threshold; and
- ii without prejudice to Clause 42.1.2 (i), the Customer shall be entitled to terminate the Contract with immediate effect by giving notice in writing to the Provider.

42.2 The Provider shall not be obliged to pay any sums pursuant to Clause 42.1.1 if and to the extent the failure by the Provider to deliver the Goods and provide the Services by the Agreed Delivery Date directly results from the Customer's Default provided that the Provider notifies the Customer immediately of such circumstances in sufficient detail to enable the Customer to remedy the situation. Except as set out in this Clause 42.2, no payment or concession to the Provider by the Customer or other act or commission of the Customer shall in any way affect its rights to liquidated damages pursuant to Clause 42.1 or be deemed to be a waiver of the right of the Customer to recover any damages unless such waiver has been expressly made in writing by the Customer.

42.3 Notwithstanding Clause 42.1.1 the Provider does not exclude responsibility for performing or re-performing the obligation or duty which gave rise to the relevant claim at its own cost in such manner as would (if possible) result in the same or substantively similar effect for the Customer,

whether or not such performance or re-performance gives rise to additional costs for the Provider and the cost of re-performance shall be borne solely by the Provider and shall not be re-charged to the Customer whether by way of costs, reimbursement or otherwise.

42.4 Having given careful consideration to this matter, all monies payable by the Provider under Clause 42.1.1 are considered by the Parties to be a genuine pre-estimate of the losses which the Customer will incur in relation to the Provider's failure to deliver the Goods or perform the Services by the Agreed Delivery Date it being impossible to quantify the actual aggregate losses sustainable by the Customer in terms of both loss of revenue as well as loss of reputation and prestige (the Parties acknowledging that hypothetically the losses sufferable by the Customer might be more or less than the agreed liquidated damages calculation); arrived at without any inequality of bargaining position as between the Parties as a true bargain between the Parties; fair, given the nature and circumstances of the Contract; neither excessive, extravagant, unconscionable or oppressive in all the circumstances; and as such these monies are payable as liquidated damages such that the Provider waives absolutely any entitlement to challenge the enforceability in whole or in part of this Clause 42.4. The Parties' joint intention in agreeing a scheme of liquidated damages in such circumstances is to substantially reduce and, to the fullest extent possible in law, eliminate, the risk of a dispute and potential litigation in relation to such circumstances.

42.5 Each Party confirms that:-

- a it has taken specific legal advice on the effect of this clause; and
- b based on such advice, it does not enter into the Contract in anticipation that, or with any expectation that this Clause will be unenforceable for any reason.

#### 43. CUMULATIVE REMEDIES

Except as otherwise expressly provided by the Contract, all remedies available to either Party for breach of the Contract are cumulative and may be exercised concurrently or separately, and the exercise of any one remedy shall not be deemed an election of such remedy to the exclusion of other remedies.

#### 44. MONITORING OF CONTRACT PERFORMANCE

The Provider shall comply with the monitoring arrangements set out in the Order Form including, but not limited to, providing such data and information as the Provider may be required to produce under the Contract.

#### LIABILITIES

#### 45. LIABILITY, INDEMNITY AND INSURANCE

45.1 Nothing in the Contract shall be construed to limit or exclude either Party's liability for:-

- a. death or personal injury caused by its negligence or that of its Staff;
- b. Fraud or fraudulent misrepresentation by it or that of its Staff;
- c. any breach of any obligations implied by Section 2 of the Supply of Goods and Services Act 1982;
- d. any claim under Clause 45.3; or
- e. any claim under the indemnity in Clause 45.2

45.2 Subject to Clause 45.2 and Clause 45.4 the Provider shall indemnify and keep indemnified the Customer in full from and against all claims, proceedings, actions, damages, costs, expenses and any other liabilities which may arise out of, or in consequence of, the provision, or late or purported provision of the Goods or the performance or non-performance by the Provider of its

obligations under the Contract or the presence of the Provider or any Staff on the Premises, including in respect of any death or personal injury, loss of or damage to property, financial loss arising from any advice given or omitted to be given by the Provider, or any other loss which is caused directly or indirectly by any act or omission of the Provider. The Provider shall not be responsible for any injury, loss, damage, cost or expense if and to the extent that it is caused by the negligence or wilful misconduct of the Customer or by breach by the Customer of its obligations under the Contract.

45.3 Subject always to Clause 45.3 and Clause 45.4, the liability of either Party for Defaults shall be subject to the following financial limits:-

45.3.1 the aggregate liability of either Party for all Defaults resulting in direct loss of or damage to the property of the other under or in connection with the Contract shall in no event exceed £5 million; and

45.3.2 the annual aggregate liability under the Contract of either Party for all Defaults shall in no event exceed the greater of [ £5 million ] or [ 125 ] per cent of the Contract Price payable by the Customer to the Provider in the year in which the liability arises.

45.4 Subject to Clause 54 (Recovery Upon Termination), in no event shall either Party be liable to the other for any:

45.4.1 loss of profits;

45.4.2 loss of business;

45.4.3 loss of revenue;

45.4.4 loss of or damage to goodwill;

45.4.5 loss of savings (whether anticipated or otherwise); and/or

45.4.6 any indirect or consequential loss or damage.

45.5 The Customer may, amongst other things, recover as a direct loss:-

45.5.1 any additional operational and/or administrative expenses arising from the Provider's Default;

45.5.2 any wasted expenditure or charges rendered unnecessary and/or incurred by the Customer arising from the Provider's Default; and

45.5.3 the additional cost of procuring replacement Goods and/or Services (if applicable) for the remainder of the Contract Period following termination of the Contract as a result of a Default by the Provider.

45.6 Nothing in the Contract shall impose any liability on the Customer in respect of any liability incurred by the Provider to any other person, but this shall not be taken to exclude or limit any liability of the Customer to the Provider that may arise by virtue of either a breach of the Contract or by negligence on the part of the Customer, or the Customer's employees, servants or agents.

45.7 The Provider shall effect and maintain with a reputable insurance company a policy or policies of insurance providing an adequate level of cover in respect of all risks which may be incurred by the Provider, arising out of the Provider's performance of its obligations under the Contract, including death or personal injury, loss of or damage to property or any other loss. Such policies shall include cover in respect of any financial loss arising from any advice given or omitted to be given by the Provider. Such insurance shall be maintained for the duration of the Contract Period and for a minimum of [6 (six)] years following the expiration or earlier termination of the Contract.



- 45.8 The Provider shall hold employer's liability insurance in respect of Staff in accordance with any legal requirement from time to time in force.
- 45.9 The Provider shall hold public liability insurance in respect of Staff in accordance with any legal requirement from time to time in force.
- 45.10 The Provider shall give the Customer, on request, copies of all insurance policies referred to in this clause or a broker's verification of insurance to demonstrate that the appropriate cover is in place, together with receipts or other evidence of payment of the latest premiums due under those policies.
- 45.11 If, for whatever reason, the Provider fails to give effect to and maintain the insurances required by the provisions of the Contract the Customer may make alternative arrangements to protect its interests and may recover the costs of such arrangements from the Provider.
- 45.12 The provisions of any insurance or the amount of cover shall not relieve the Provider of any liabilities under the Contract. It shall be the responsibility of the Provider to determine the amount of insurance cover that will be adequate to enable the Provider to satisfy any liability referred to in Clause 45.

#### **46 PROFESSIONAL INDEMNITY**

The Provider shall effect and maintain a professional indemnity insurance policy during the Contract Period and shall ensure that all agents, professional consultants and sub-contractors involved in the provision of the Goods and/or Services (if applicable) effect and maintain appropriate professional indemnity insurance during the Contract Period. To comply with its obligations under this Clause and as a minimum, the Provider shall ensure professional indemnity insurance held by the Provider and by any agent, sub-contractor or consultant involved in the provision of the Goods and/or Services has a limit of indemnity of not less than £1m or 125% of the contract value whichever is greater for each individual claim or such higher limit as the Customer may reasonably require (and as required by law) from time to time. Such insurance shall be maintained for a minimum of 6 (six) years following the expiration or earlier termination of the Contract.

#### **47 TAXATION, NATIONAL INSURANCE AND EMPLOYMENT LIABILITY**

The Parties acknowledge and agree that the Contract constitutes a contract for the provision of Goods and/or Services and not a contract of employment. The Provider shall at all times indemnify the Customer and keep the Customer indemnified in full from and against all claims, proceedings, actions, damages, costs, expenses, liabilities and demands whatsoever and howsoever arising by reason of any circumstances whereby the Customer is alleged or determined to have been assumed or imposed with the liability or responsibility for the Staff (or any of them) as an employer of the Staff and/or any liability or responsibility to HM Revenue or Customs as an employer of the Staff whether during the Contract Period or arising from termination or expiry of the Contract.

#### **48 WARRANTIES AND REPRESENTATIONS**

##### **48.1 The Provider warrants and represents that:-**

- 48.1.1 it has full capacity and authority and all necessary consents (including where its procedures so require, the consent of its Parent Company) to enter into and perform its obligations under the Contract;
- 48.1.2 the Contract is executed by a duly authorised representative of the Provider;
- 48.1.3 in entering the Contract, it has not committed any Fraud;
- 48.1.4 as at the Commencement Date, all information, statements and representations contained in their submission to both the Request to Participate and the Invitation to Tender for the Goods and/or Services (as applicable) are true, accurate and not misleading save as may have been specifically disclosed in writing to YPO and the Customer prior to execution of the Contract and it will advise the Customer of any fact, matter or circumstance of which it

may become aware which would render any such information, statement or representation to be false or misleading;

- 48.1.5 no claim is being asserted and no litigation, arbitration or administrative proceeding is presently in progress or, to the best of its knowledge and belief, pending or threatened against it or its assets which will or might affect its ability to perform its obligations under the Contract;
- 48.1.6 it is not subject to any contractual obligation, compliance with which is likely to have an adverse effect on its ability to perform its obligations under the Contract;
- 48.1.7 no proceedings or other steps have been taken and not discharged (nor, to the best of its knowledge, are threatened) for the winding up of the Provider or for its dissolution or for the appointment of a receiver, administrative receiver, liquidator, manager, administrator or similar officer in relation to any of the Provider's assets or revenue;
- 48.1.8 it owns, has obtained or is able to obtain valid licences for all Intellectual Property Rights that are necessary for the performance of its obligations under the Contract;
- 48.1.9 the Goods and/or Services (as applicable) shall be provided and carried out by appropriately experienced, qualified and trained Staff with all due skill, care and diligence;
- 48.1.10 in the three (3) years prior to the date of the Contract:-
  - 48.1.10.1 it has conducted all financial accounting and reporting activities in compliance in all material respects with the generally accepted accounting principles that apply to it in any country where it files accounts; and
  - 48.1.10.2 it has been in full compliance with all applicable securities and tax laws and regulations in the jurisdiction in which it is established; and
  - 48.1.10.3 it has not done or omitted to do anything which could have an adverse effect on its assets, financial condition or position as an ongoing business concern or its ability to fulfil its obligations under the Contract.
- 48.1.11 all obligations of the Provider pursuant to this Contract shall be performed by appropriately experienced, certified, qualified and trained Staff with all due skill, care and diligence;
- 48.1.12 it will ensure that the Provider and all Staff, agents, sub-contractors, self-employed staff or personnel employed by the Provider in connection with the Goods and/or Services (as applicable) will comply with the relevant Legislation, Codes of Conduct and Regulations governing the delivery of Goods and performance of Services.

## **DEFAULT, DISRUPTION AND TERMINATION**

### **49 TERMINATION**

#### **Termination - Insolvency and Change of Control**

- 49.1 The Customer may terminate the Contract with immediate effect by giving notice in writing where the Provider is a company and in respect of the Provider:-
  - 49.1.1 a proposal is made for a voluntary arrangement within Part I of the Insolvency Act 1986 or of any other composition scheme or arrangement with, or assignment for the benefit of, its creditors; or
  - 49.1.2 a shareholders' meeting is convened for the purpose of considering a resolution that it be wound up or a resolution for its winding-up is passed (other than as part of, and exclusively for the purpose of, a bona fide reconstruction or amalgamation); or

- 49.1.3 a petition is presented for its winding up (which is not dismissed within 14 days of its service) or an application is made for the appointment of a provisional liquidator or a creditors' meeting is convened pursuant to Section 98 of the Insolvency Act 1986; or
  - 49.1.4 a receiver, administrative receiver or similar officer is appointed over the whole or any part of its business or assets; or
  - 49.1.5 an application order is made either for the appointment of an administrator or for an administration order, an administrator is appointed, or notice of intention to appoint an administrator is given; or
  - 49.1.6 it is or becomes insolvent within the meaning of Section 123 of the Insolvency Act 1986; or
  - 49.1.7 being a "small company" within the meaning of Section 382 of the Companies Act 2006 a moratorium comes into force pursuant to Schedule A1 of the Insolvency Act 1986; or
  - 49.1.8 any event similar to those listed in Clause 49.1 occurs under the law of any other jurisdiction.
- 49.2 The Customer may terminate the Contract with immediate effect by notice in writing where the Provider is an individual and:
- 49.2.1 an application for an interim order is made pursuant to Sections 252-253 of the Insolvency Act 1986 or a proposal is made for any composition scheme or arrangement with, or assignment for the benefit of, the Provider's creditors; or
  - 49.2.2 a petition is presented and not dismissed within 14 days or order made for the Provider's bankruptcy; or
  - 49.2.3 a receiver, or similar officer is appointed over the whole or any part of the Provider's assets or a person becomes entitled to appoint a receiver, or similar officer over the whole or any part of his assets; or
  - 49.2.4 the Provider is unable to pay his debts or has no reasonable prospect of doing so, in either case within the meaning of Section 268 of the Insolvency Act 1986; or
  - 49.2.5 a creditor or encumbrance attaches or takes possession of, or a distress, execution, sequestration or other such process is levied or enforced on or sued against, the whole or any part of the Provider's assets and such attachment or process is not discharged within 14 days; or
  - 49.2.6 he dies or is adjudged incapable of managing his affairs within the meaning of Part VII of the Mental Health Act 1983; or
  - 49.2.7 the Provider suspends or ceases, or threatens to suspend or cease, to carry on all or a substantial part of his business.
- 49.3 The Provider shall notify the Customer immediately if the Provider undergoes a change of control within the meaning of Section 416 of the Income and Corporation Taxes Act 1988 ("**Change of Control**"). The Customer may terminate the Contract by notice in writing with immediate effect within six months of:
- 49.3.1 being notified that a Change of Control has occurred; or
  - 49.3.2 where no notification has been made, the date that the Customer becomes aware of the Change of Control;
- but shall not be permitted to terminate where an Approval was granted prior to the Change of Control.



- 49.4 The Customer may terminate the Contract with immediate effect by notice in writing where:
- 49.4.1 the Provider are using staff that are not experienced, certified, qualified and trained in the delivery of these types of Goods and/or Services (if applicable);
- 49.4.2 the Provider and its Staff, agents, sub-contractors, or personnel employed by the Provider in connection with the Goods and/or Services have failed to comply with the relevant Legislation, Codes of Conduct and Regulations governing the delivery of Goods and performance of Services (as applicable).

#### **Termination on Default – Minor Breaches**

- 49.5 Where the Provider commits a Minor Breach of the Contract, the Customer shall be entitled to issue the Provider with an "Improvement Notice". Such Improvement Notice shall state the nature of the Minor Breach and give the Provider a minimum of ten (10) working days to remedy the Minor Breach.
- 49.6 If the Provider commits three (3) Minor Breaches in a twelve (12) month rolling period this will be classed as a Material Default and the Contract may be terminated in accordance with Clause 49.7(c).

#### **Termination on Default – Material Default**

- 49.7 The Customer may terminate the Contract by serving written notice on the Provider with effect from the date specified in such notice, where the Provider commits a Material Default and:-
- (a) the Provider has not remedied the Material Default to the satisfaction of the Customer within twenty (20) Working Days, or such other period as may be specified by the Customer, after issue of a written notice specifying the Material Default and requesting it to be remedied; or
  - (b) the Material Default is not, in the reasonable opinion of the Customer, capable of remedy; or
  - (c) if the Provider has committed three (3) or more Minor Breaches within a twelve (12) month rolling period.
  - (d) where any Contracting Authority terminates a Call-Off Contract awarded to the Provider under this Agreement as a consequence of a default by the Provider.
  - (e) where any Goods have been tested by an Independent Testing House/Organisation or an Independent Testing Engineer and certifies/states that the Goods and Installation Services do not meet the minimum required standards/specification, the Agreement, and any Orders or Contracts may be terminated and all outstanding Orders may be cancelled at no cost and without any liability to YPO or the Customer.
- 49.8 If the Customer fails to pay the Provider undisputed sums of money when due, the Provider shall notify the Customer in writing of such failure to pay. If the Customer fails to pay such undisputed sums within ninety (90) Working Days of the date of such written notice, the Provider may terminate the Contract in writing with immediate effect, save that such right of termination shall not apply where the failure to pay is due to the Customer exercising its rights under Clause 23 (Recovery of Sums Due).

#### **50 BREAK**

The Customer shall have the right to terminate the Contract at any time by giving 30 days' written notice to the Provider.

#### **51 TERMINATION OF THE DYNAMIC PURCHASING SYSTEM**

The Customer may terminate the Contract by giving written notice to the Provider with immediate effect if the Dynamic Purchasing System is terminated for any reason whatsoever.

## **52 CONSEQUENCES OF EXPIRY OR TERMINATION**

- 52.1 Where the Customer terminates the Contract under Clause 49 (Termination) and then makes other arrangements for the provision of Goods and/or Services, the Customer may recover from the Provider the cost reasonably incurred of making those other arrangements and any additional expenditure incurred by the Customer throughout the remainder of the Contract Period. The Customer shall take all reasonable steps to mitigate such additional expenditure. Where the Contract is terminated under Clause 49 (Termination), no further payments shall be payable by the Customer to the Provider until the Customer has established the final cost of making those other arrangements.
- 52.2 Where the Customer terminates the Contract under Clause 50 (Break), the Customer shall indemnify the Provider against any commitments, liabilities or expenditure which would otherwise represent an unavoidable loss by the Provider by reason of the termination of the Contract, provided that the Provider takes all reasonable steps to mitigate such loss. Where the Provider holds insurance, the Provider shall reduce its unavoidable costs by any insurance sums available. The Provider shall submit a fully itemised and costed list of such loss, with supporting evidence, of losses reasonably and actually incurred by the Provider as a result of termination under Clause 50 (Break).
- 52.3 The Customer shall not be liable under Clause 52.2 to pay any sum which:-
- 52.3.1 was claimable under insurance held by the Provider, and the Provider has failed to make a claim on its insurance, or has failed to make a claim in accordance with the procedural requirements of the insurance policy; or
  - 52.3.2 when added to any sums paid or due to the Provider under the Contract, exceeds the total sum that would have been payable to the Provider if the Contract had not been terminated prior to the expiry of the Contract Period.
- 52.4 Save as otherwise expressly provided in the Contract:-
- 52.4.1 Termination or expiry of the Contract shall be without prejudice to any rights, remedies or obligations accrued under the Contract prior to termination or expiration and nothing in the Contract shall prejudice the right of either Party to recover any amount outstanding at such termination or expiry; and
  - 52.4.2 Termination of the Contract shall not affect the continuing rights, remedies or obligations of the Customer or the Provider under [Clauses 21 (Payment and Contract Price), 23 (Recovery of Sums Due), 30 (Data Protection Act), 31 (Freedom of Information), 32 (Official Secrets Acts 1911 to 1989, Section 182 of the Finance Act 1989), 33 (Confidential Information), 35 (Intellectual Property Rights), 36 (Records and Audit Access), 43 (Cumulative Remedies), 45 (Liability, Indemnity and Insurance), 46 (Professional Indemnity), 52 (Consequences of Expiry or Termination), 54 (Recovery upon Termination) and 56 (Governing Law and Jurisdiction)].

## **53 DISRUPTION**

- 53.1 The Provider shall take reasonable care to ensure that in the performance of its obligations under the Contract it does not disrupt the operations of the Customer, its employees or any other Provider employed by the Customer.
- 53.2 The Provider shall immediately inform the Customer of any actual or potential industrial action, whether such action be by their own employees or others, which affects or might affect its ability at any time to perform its obligations under the Contract.
- 53.3 In the event of industrial action by the Staff, the Provider shall seek the Customers Approval to its proposals for the continuance of the provision of the Goods and/or Services in accordance with its obligations under the Contract.

53.4 If the Provider's proposals referred to in Clause 53.3 are considered insufficient or unacceptable by the Customer acting reasonably then the Contract may be terminated with immediate effect by the Customer by notice in writing.

53.5 If the Provider is temporarily unable to fulfil the requirements of the Contract owing to disruption of normal business by direction of the Customer, an appropriate allowance by way of extension of time will be approved by the Customer. In addition, the Customer will reimburse any additional expense reasonably incurred by the Provider as a direct result of such disruption.

## **54 RECOVERY UPON TERMINATION**

54.1 On the termination of the Contract for any reason, the Provider shall:

54.1.1 Immediately return to the Customer all Confidential Information, Personal Data and Customer's Pre-Existing IPR's and the Project Specific IPR's in its possession or in the possession or under the control of any permitted Providers or sub-contractors, which was obtained or produced in the course of providing the Goods and/or Services;

54.1.2 Immediately deliver to the Customer all Property (including materials, documents, information and access keys) provided to the Provider. Such property shall be handed back in good working order (allowance shall be made for reasonable wear and tear);

54.1.3 assist and co-operate with the Customer to ensure an orderly transition of the provision of the Goods and/or Services to the Replacement Provider and/or the completion of any work in progress.

54.1.4 Promptly provide all information concerning the provision of the Goods and/or Services which may reasonably be requested by the Customer for the purposes of adequately understanding the manner in which the Goods and/or Services have been provided or for the purpose of allowing the Customer or the Replacement Provider to conduct due diligence.

54.2 If the Provider fails to comply with Clause 54.1 (a) and (b), the Client may recover possession thereof and the Provider grants a licence to the Client or its appointed agents to enter (for the purposes of such recovery) any premises of the Provider or its permitted Providers or sub-contractors where any such items may be held.

54.3 Where the end of the Contract Period arises due to the Provider's Default, the Provider shall provide all assistance under Clause 54.1 (c) and (d) free of charge. Otherwise, the Customer shall pay the Provider's reasonable costs of providing the assistance and the Provider shall take all reasonable steps to mitigate such costs.

54.4 At the end of the Contract Period (howsoever arising) the licence granted pursuant to Clause 35.7 shall automatically terminate without the need to serve notice.

## **55 FORCE MAJEURE**

55.1 Neither Party shall be liable to the other Party for any delay in performing, or failure to perform, its obligations under the Contract (other than a payment of money) to the extent that such delay or failure is a result of Force Majeure. Notwithstanding the foregoing, each Party shall use all reasonable endeavours to continue to perform its obligations under the Contract for the duration of such Force Majeure. However, if such Force Majeure prevents either Party from performing its material obligations under the Contract for a period in excess of 6 Months, either Party may terminate the Contract with immediate effect by notice in writing.

55.2 Any failure or delay by the Provider in performing its obligations under the Contract which results from any failure or delay by an agent, sub-contractor or Provider shall be regarded as due to Force Majeure only if that agent, sub-contractor or Provider is itself impeded by Force Majeure from complying with an obligation to the Provider.



- 55.3 If either Party becomes aware of a Force Majeure event or occurrence which gives rise to or is likely to give rise to any such failure or delay on its part as described in Clause 55.1 it shall immediately notify the other by the most expeditious method then available and shall inform the other of the period during which it is estimated that such failure or delay shall continue.
- 55.4 It is expressly agreed that any failure by the Provider to perform or any delay by the Provider in performing its obligations under the Agreement which results from any failure or delay in the performance of its obligations by any person, firm or company with which the Provider shall have entered into any contract, supply arrangement or sub-contract or otherwise shall be regarded as a failure or delay due to Force Majeure only in the event that such person firm or company shall itself be prevented from or delayed in complying with its obligations under such contract, supply arrangement or sub-contract or otherwise as a result of circumstances of Force Majeure.
- 55.5 For the avoidance of doubt it is hereby expressly declared that the only events which shall afford relief from liability for failure or delay shall be any event qualifying for Force Majeure hereunder.

## **DISPUTES AND LAW**

### **56 GOVERNING LAW**

- 56.1 The Contract shall be governed by and interpreted in accordance with English law and the Parties submit to the exclusive jurisdiction of the English courts or, if different, to the jurisdiction of the courts and agree that the Contract is to be governed exclusively by and construed under English law.
- 56.2 This Agreement is binding on the Customer and its successors and assignees and the Provider and the Provider's successors and permitted assignees.

### **57 TUPE**

- 57.1 During the period of six months preceding the expiry of this Contract or after the Customer has given notice to terminate the Contract or the Provider stops trading, and within 20 working days of being so requested by the Customer, the Provider shall fully and accurately disclose to the Customer, for the purposes of TUPE, all information relating to its Staff engaged in providing the Goods and/or Services under the Contract, in particular but not necessarily restricted to, the following:
- 57.1.1 the total number of Staff whose employment with the Provider is liable to be terminated at the expiry of the Contract but for any operation of law; and
  - 57.1.2 for each person, age and gender, details of their salary, and pay settlements covering that person which relate to future dates, but which have already been agreed and their redundancy entitlements (the names of individual members of employed Staff do not have to be given); and
  - 57.1.3 full information about the other terms and conditions on which the affected or about where that information can be found; and
  - 57.1.4 details of pensions entitlements, if any; and
  - 57.1.5 job titles of the members of Staff affected and the qualifications required for each position.
- 57.2 The Provider shall permit the Customer to use the information for the purposes of TUPE and of re-tendering. The Provider will co-operate with the re-tendering of the Goods and/or Services by allowing the transferee to communicate with and meet the affected Staff and/or their representatives.
- 57.3 The Provider agrees to indemnify the Customer fully and to hold it harmless at all times from and against all actions, proceedings, claims, expenses, awards, costs and all other liabilities whatsoever in any way connected with or arising from or relating to the provision of information under Clause 57.2.

57.4 In the event that the information provided by the Provider in accordance with Clause 57.2 above becomes inaccurate, whether due to changes to the employment and personnel details of the affected Staff made subsequent to the original provision of such information or by reason of the Provider becoming aware that the information originally given was inaccurate, the Provider shall notify the Customer of the inaccuracies and provide the amended information.

57.5 The provisions of this Clause 57 shall apply during the continuance of the Contract and indefinitely after its termination.

## **58 DISPUTE RESOLUTION**

58.1 The Parties shall attempt in good faith to negotiate a settlement to any dispute between them arising out of or in connection with the Contract within [twenty (20) Working Days] of either Party notifying the other of the dispute and such efforts shall involve the escalation of the dispute to the [finance director] (or equivalent) of each Party.

58.2 Nothing in this dispute resolution procedure shall prevent the Parties from seeking from any court of competent jurisdiction an interim order restraining the other Party from doing any act or compelling the other Party to do any act.

58.3 If the dispute cannot be resolved by the Parties pursuant to Clause 58.1 the Parties shall refer it to mediation pursuant to the procedure set out in Clause 58.5 unless:-

58.3.1 the Customer considers that the dispute is not suitable for resolution by mediation; or

58.3.2 the Provider does not agree to mediation.

58.4 The obligations of the Parties under the Contract shall not be suspended, cease or be delayed by the reference of a dispute to mediation (or arbitration) and the Provider and the Staff shall comply fully with the requirements of the Contract at all times.

58.5 The procedure for mediation and consequential provisions relating to mediation are as follows:-

58.5.1 A neutral adviser or mediator ("the Mediator") shall be chosen by agreement between the Parties or, if they are unable to agree upon a Mediator within 10 Working Days after a request by one Party to the other or if the Mediator agreed upon is unable or unwilling to act, either Party shall within 10 Working Days from the date of the proposal to appoint a Mediator or within 10 Working Days of notice to either Party that he is unable or unwilling to act, apply to [specify relevant mediation Provider] to appoint a Mediator;

58.5.2 The Parties shall within 10 Working Days of the appointment of the Mediator meet with him in order to agree a programme for the exchange of all relevant information and the structure to be adopted for negotiations to be held. If considered appropriate, the Parties may at any stage seek assistance from [specify relevant mediation Provider] to provide guidance on a suitable procedure;

58.5.3 Unless otherwise agreed, all negotiations connected with the dispute and any settlement agreement relating to it shall be conducted in confidence and without prejudice to the rights of the Parties in any future proceedings;

58.5.4 If the Parties reach agreement on the resolution of the dispute, the agreement shall be reduced to writing and shall be binding on the Parties once it is signed by their duly authorised representatives;

58.5.5 Failing agreement, either of the Parties may invite the Mediator to provide a non-binding but informative opinion in writing. Such an opinion shall be provided on a without prejudice basis and shall not be used in evidence in any proceedings relating to the Contract without the prior written consent of both Parties; and

58.5.6 If the Parties fail to reach agreement in the structured negotiations within sixty (60) Working Days of the Mediator being appointed, or such longer period as may be agreed by the Parties, then any dispute or difference between them may be referred to the courts.

**APPENDIX 1****ORDER FORM****Dynamic Purchasing System REF: 000999****FROM**

<b>Contracting Authority/Customer</b>	Department of Health and Social Care
<b>Address</b>	39 Victoria St, London SW1H 0EU
<b>Invoice Address</b>	Department of Health and Social Care (DHSC) Accounts Payable, 1 <sup>st</sup> Floor 39 Victoria Street Westminster London SW1H 0EU
<b>Contact Ref:</b>	Ref: Name: [REDACTED] Phone: [REDACTED] e-mail: [REDACTED]
<b>Order Number</b>	<i>To be quoted on all correspondence relating to this Order.</i> <i>To be shared with the supplier.</i>
<b>Order Date</b>	15/07/2022

**TO**

<b>Provider:</b>	Explosive Learning Solutions Ltd
<b>Address:</b>	4 The Terraces Library Avenue Harwell Science and Innovation Campus Didcot Oxfordshire OX11 0SG
<b>Contact Details</b>	Name: [REDACTED] Phone: [REDACTED] Email: [REDACTED]

<b>TERM</b>
<p><b>1.1 Effective Date</b></p> <p>1.1.1 This Contract shall commence on 25/07/2022.</p>
<p><b>1.2 Expiry Date</b></p> <p>1.2.1 This Contract shall expire on:</p> <p>1.2.1.1 24/07/2023 unless extended at the Customer's sole discretion for a period up to a year.</p> <p>1.2.1.2 Completion in accordance with the terms of the Contract, of the Contract Services specified in this Appendix 1</p> <p>whichever is the earlier, unless terminated earlier pursuant to this Contract.</p>

<b>GOODS AND/OR SERVICE REQUIREMENTS</b>
<p><b>2.1 Contract Goods and/or Services Required</b></p> <p>The services required are those as explained within both the service Specification and ELS' response to the further competition, as contained within Appendix 1.</p>

<b>PERFORMANCE OF THE CONTRACT SERVICES AND DELIVERABLES</b>
<p><b>3.1 Implementation Plan and Milestones (including dates for completion)</b></p> <p>The customer requires an implementation plan to be submitted within 14 days of the commencement of the contract.</p> <p>Such milestones/key performance indicators below shall be applicable in addition to any milestones/key performance indicators mutually agreed between the parties and set out in the implementation plan.</p> <p><b>Once agreed the Implementation Plan will form part of the contractual documents and failure to meet the milestones/key performance indicators by the stipulated dates may be enforced as a breach of contract.</b></p> <p><b>TIME IS OF THE ESSENCE FOR DELIVERY OF THE MILESTONES/KEY PERFORMANCE INDICATORS.</b></p> <p>(i) The Implementation Plan as at the Effective Date is set out below:</p>



Milestone	Deliverables	Duration (Working Days)	Milestone Date	Customer Responsibilities (if applicable)
Provide an Implementation Plan	<p>Parties to agree a mutually acceptable Implementation Plan that must include:-</p> <p>Particular milestones which ensure the delivery of essential criteria as described within the Specification.</p> <p>Deadlines for completing the milestones</p>	14	If not submitted with bid within 14 days of contract commencement	To mutually agree the Implementation Plan with the Supplier

- (ii) If so required by the Customer, the Supplier shall produce a further version of the Implementation Plan (based on the above plan) in such further detail as the Customer may reasonably require. The Supplier shall ensure that each version of the Implementation Plan is subject to approval. The Supplier shall ensure that the Implementation Plan is maintained and updated on a regular basis as may be necessary to reflect the then current state of the implementation of the Services.
- (iii) The Customer shall have the right to require the Supplier to include any reasonable changes or provisions in each version of the Implementation Plan.
- (iv) The Supplier shall perform its obligations so as to achieve each Milestone by the Milestone Date.
- (v) Changes to the Milestones shall only be made in accordance with the variation procedure and provided that the Supplier shall not attempt to postpone any of the Milestones using the variation procedure or otherwise (except in the event of a Customer default which affects the Supplier's ability to achieve a Milestone by the relevant Milestone Date).

### 3.2 Performance Monitoring

Performance will be monitored by the milestones/key performance indicators set out in the Implementation Plan.

Performance will also be monitored in review meeting, which will be held monthly and will include review of performance against KPIs as defined in Section 5.4 amongst other agenda items.

## CALL-OFF TERMS AND CONDITIONS

4.1 Customers **must state** which set of call-off terms and conditions they will be adopting in relation to the provision of these contract services.

(A) These call off terms and conditions

### SPECIAL TERMS AND CONDITIONS

5.1 not used.

5.2 not used.

5.3 not used.

**5.4 KEY PERFORMANCE INDICATORS: (Please indicate all KPI's linked to compliance of funding terms and conditions (Delete if not applicable and/or include under Option D))**

Both parties will review the KPIs between implementation phase and delivery phase, to agree a final set of KPIs for the delivery phase of the contract. KPIs will include as a minimum those outlined in the below table.

The Authority also intends to include KPIs which focus on:

- activities in relation to the LMS system
- adherence to agreed delivery dates (where reasonable and appropriate)
- session cancellations (with the exception of unforeseen circumstances)
- reporting of 'no shows' within an appropriate timeframe, for example by 12pm on the first day of training.

KPI No.	Perform Standard	KPI	Performance Measure (PI)	Green	Amber	Red
1.0	Customer Satisfaction	Customers are satisfied with the training delivery	For course delivery students' assessments against the course evaluation must remain greater than 4.00 as an average Per course	4.00	2.5 – 3.99	2.4
2.0	Management Reporting	Delivery of Feedback Analysis Reports	Received by APGG within 7 working days of course delivery	Within 7 days	Between 8 – 14 days	Later than 14 days
2.1		Date for delivery of monthly and quarterly reports	Received by APGG no later than 5 working days of meeting date	No later than 5 days	Between 3 – 4 days	Less than 1 day
2.2		Nominal Roll attendance report sent to the BSC	Received by the BSC no later than 1 days after the first day of delivery of each course	By 12pm on the first day of the course	By COP Day 1 of the course	After the first day of the course
3.0	Development and Delivery of course and exam material	Course and internal exam materials delivered on time	Course and exam materials passed to the relevant Functional Lead within a minimum of 10 working days of each course start date unless otherwise specified in the Tasking Order Form (TOF)	Within 10 days	Between 11-20 days	Later than 20 days

1

## **5.5 PROVISION OF MANAGEMENT, MONITORING AND REPORTING INFORMATION**

The Provider will provide management information upon request, as well as monthly updates in line with the commitments made within the further competition response at Appendix A.

This will include but not be limited to data in relation to the improvement of 'learner confidence'. The Authority intends to measure 'learner confidence' and will work with the Provider to ensure improvements are evidenced.

Invoicing activities are outlined within ELS' response in Appendix A, the relevant sections are copied below.

The Provider will invoice at the end of each completed design task during the design stage, as per the tender response. E.g. the skilled practitioner course design complete and accepted for training delivery will then be invoiced. When service progresses from design to delivery, The Provider will invoice for the training delivered in each month in arrears.

## **CONFIDENTIAL INFORMATION**

### **6.1 The following information shall be deemed Commercially Sensitive Information or Confidential Information:**

The Authority considers the follow to be confidential information:

1 [REDACTED]  
2 [REDACTED]

### **6.2 Duration that the information shall be deemed Commercially Sensitive Information or Confidential Information**

The confidentiality of the information shall remain in force without limit n time in respect of Confidential Information which comprising Personal Data.

## Appendix 2:

### CHARGES FOR GOODS

AS DETAILED IN THE ATTACHED PRICING SCHEDULE

### CHARGES FOR SERVICES

Contract Charges / Daily Rates / Fees

**[Guidance Note: Customers should consider if it is sufficient to incorporate the pricing elements in the format presented within the Supplier's proposal. If not, Customers should include the following information as obtained from the Supplier's proposal in tabular or similar format.]**

<b>Charging mechanism, price and Day Rates</b>	As detailed in the Suppliers responses to Pricing questions as part of their bid.
<b>Invoicing arrangements</b>	<p>The Supplier is to invoice the Customer on a monthly basis (or such period as agreed between the Customer and the Provider as indicated within the relevant sections of the response to tender, and below) providing an invoice that contains a breakdown of:</p> <ul style="list-style-type: none"><li>• Delivery dates (to include the delivery note to prevent invoice queries)</li><li>• Quantity/Volume delivered</li><li>• Price per training session</li><li>• Material delivered</li><li>• Agreed price</li><li>• Purchase order number</li></ul> <p>On a receipt of a valid Invoice payment will be made to the Supplier within 30 days of the date of the invoice.</p> <p>If an invoice is disputed it will be returned to the Supplier with details on why the invoice cannot be processed for payment.</p> <p>Any changes to this standard requirement will need to be set out in the Specification</p>
<b>Travel and Subsistence</b>	Travel and subsistence will be paid at cost to the supplier when required, in line with departmental policies.

### OPTION A



**BY SIGNING AND RETURNING THIS ORDER FORM THE PROVIDER AGREES** to enter a legally binding contract with the Customer to provide to the Customer the Goods, Services and/or Works specified in this Order Form (together with where completed and applicable, the Call-Off order (additional requirements) set out in this Order Form) incorporating the rights and obligations in the Call-Off Terms and Conditions set out in the Agreement entered into by the Provider and YPO on [                      ] 202[ ].

For and on behalf of the Provider:

Name and Title	
Signature	
Date	

For and on behalf of the Customer:

Name and Title	
Signature	
Date	

**SCHEDULE  
CUSTOMER VARIATION FORM**

**2. CALL-OFF TERMS AND CONDITIONS FOR GOODS AND/OR SERVICES (AS APPLICABLE)**

[Name of Category]<sup>1</sup>.....

No of Order Form being varied:.....

Variation Form No:.....

**BETWEEN:**

[                      ]<sup>2</sup> ("the Customer")

and

[                      ]<sup>3</sup> ("the Provider")

1. The Order is varied as follows; [list details of the Variation]
2. Words and expressions in this Variation shall have the meanings given to them in the Contract.
3. The Contract, including any previous Variations, shall remain effective and unaltered except as amended by this Variation.

**Authorised to sign for and on behalf of the Customer**

Signature .....

Date .....

Name in Capitals .....

Address .....

**Authorised to sign for and on behalf of the Provider**

Signature .....

Date .....

Name in Capitals .....

Address .....

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<sup>1</sup> To be inserted

<sup>2</sup> Insert name of Contracting Authority

<sup>3</sup> Insert name of Provider

### 3. SPECIFICATION FOR THE PROCUREMENT CAPABILITY PROGRAMME

#### 1. Background

Public procurement skills and capability have never been more important. It is a rapidly evolving area and knowledge of public sector procurement law and best practice is vital for everyone working in public sector procurement.

The commercial directorate within Department of Health and Social Care (DHSC) has expanded rapidly in recent years. These changes provide an opportunity to establish an improved baseline of skills and knowledge throughout the department. A programme of learning will ensure consistency of public procurement skills, knowledge and capability throughout the Health Family is to the highest standard.

With reforms planned for the procurement rule, as detailed in the Green Paper<sup>4</sup>, it is crucial that the department develops a thorough baseline understanding of rules as they currently exist, to prepare commercial colleagues for future changes.

#### 2. Objectives

To support procurement and commissioning professionals and others within DHSC and across the Health System to develop the knowledge, skills, understanding and confidence to necessary when performing commercial activities in the public sector, drive increased value for money and social value for the taxpayer, and to operate within the current legislative framework and avoid legal challenges under it.

The programme aims to produce a comprehensive suite of high quality, timely guidance materials on the current regulations and policies governing public sector procurement; and to deliver the right learning to the right population at the right time and test that learning where and when appropriate.

- Around 700 public procurement and commercial professionals – to have a comprehensive understanding
- A subset of this group – around 300 advanced practitioners – to be offered intensive support to develop capability and to drive best practice behaviour
- A wider audience of 1000+ to have a material level of awareness and understanding of current rules and practices

All training and materials should be delivered before the go-live date for the public sector procurement reforms (summer 2023).

KPIs will focus on numbers accessing and completing training and numbers achieving 'certification', levels of awareness and understanding of or confidence in using the rules will also be assessed.

Further detail of the proposed learning structure and suggested content is provided below.

#### 3. Target Audience

The target audience includes commercial professionals within the 'Health Family', which is comprised of employees of the DHSC and its ALBs (as listed on [gov.uk](https://www.gov.uk) and provided in Annex A).

The services as they are described in this specification, and subsequent contract, will also be accessible to other government departments, crown bodies, ALB's and government owned companies.

The depth of messaging and the channels for learning will vary.

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<sup>4</sup> [Green Paper: Transforming public procurement - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Further details of the estimated audience numbers for the Health Family are included in Annex A.

#### **4. Essential Criteria**

DHSC outlines a number of essential criteria below. Potential suppliers must without exception agree to meet to each of the below criteria.

- 4.1. The services as they are described within this specification and subsequent contract must be available to DHSC, its ALB's as well as Other Government Departments, Crown Bodies, ALB's and government owned companies.
- 4.2. DHSC requires ownership of materials that can be used by DHSC after the training has been delivered.
- 4.3. DHSC require the ability to record some of the training sessions specifically (but not limited to) the Knowledge Drops, and to create short video summaries of relevant sessions and themes.
- 4.4. DHSC required flexibility in relation to cohort size. Specifically, but not limited to, Knowledge drops, which are intended as webinars so can be delivered without restriction to cohort size.
- 4.5. DHSC requires Train the Trainer sessions so DHSC staff can deliver the training via a 'train the trainer' approach.
- 4.6. The supplier must develop a mechanism to objectively measure the introduction and retention of knowledge, and to demonstrate the improvement of capability. Formal "accreditation" is not required but a test or certification process to confirm that participants have understood might be a possible solution.
- 4.7. DHSC require a pricing schedule that is based on a day rate, rather than 'per delegate' approach.

#### **5. The Learning Programme Outline**

DHSC proposes a multi-channel blended learning programme to meet the needs of a varied group of commercial professionals, including non-procurement staff, those new to the profession, and those who need to operate at the level of skilled practitioners or advanced practitioners.

DHSC suggests a programme that is designed to flex to accommodate this range of demand. The training types described below are suggestions only and we intend to work with the successful training provider to develop a suitable approach.

The intention is to develop training and learning products iteratively, testing them with representatives of the target population. All course content, and materials, will be subject to DSHC review and approval.

##### **5.1. Knowledge drops**

DHSC estimates there is a broad-based audience of 830+ who need an overview level of awareness of the current PCRs and associated policies. This includes non-commercial senior leaders at executive and political level, project SROs, finance staff, commissioners of services, service leaders, procurement helpdesk and system staff. For this diverse group the suitable product will be one or a series of tailored online briefings (for example a 60 minute 'knowledge drop'). The department proposes the following:



- 5.1.1. A high-level overview of public sector procurement targeting staff who have regular interactions with procurement and need a general level of awareness and for procurement assistants (required level of knowledge does not fall within the scope of Skilled Practitioner or Advanced Practitioner).
- 5.1.2. The overview will be delivered by an instructor via live webcasts in the first instance with recording, and written course notes, available on demand thereafter. The recordings and content will be made available for consumption on freely accessible government websites.
- 5.1.3. These Knowledge Drops will be available on an ongoing basis and will be reviewed and updated where needed.
- 5.1.4. The supplier will build up an appropriate FAQ database to support the audience to self-serve queries and questions where possible.
- 5.1.5. The course content will be created by the training provider. We envisage that the overview will synthesise the topics listed in Annex B, but the provider should use its experience to suggest what is best covered in a short period of time.

## 5.2. **Skilled practitioner**

DHSC suggests that procurement and commercial leaders, practitioners and lawyers (or 'skilled practitioners') should be offered access to a programme of modularised formal learning, to build and improve knowledge of the current Procurement Contract Regulations 2015 (PCR). Expected learner population of 480. DHSC propose the following:

- 5.2.1. Training sessions that are either instructor led or eLearning (delivered virtually, face to face or blended), to provide a comprehensive grounding of public sector procurement.
- 5.2.2. These are intended for operational commercial professionals whose main roles may be to run tenders or manage suppliers or contracts.
- 5.2.3. This level of training is intended for commercial or procurement officers and those wishing to become procurement managers.
- 5.2.4. The provider shall propose a suitable course structure and suggested syllabus. A list of suggested topics is included in Annex B, though this is indicative only and will be developed further with the successful provider.
- 5.2.5. The associated tools, templates and online provisions should remain available after the programme closes e.g. for use by new entrants to commercial roles.
- 5.2.6. All of the learning will include checks to ensure knowledge transfer is taking place as learners progress through the content.
- 5.2.7. It is possible that some learners may need to only access a portion of the modules.

## 5.3. **Advanced practitioner/deep dives**

We propose that a subsection of the 'skilled practitioner' cohort should be offered a more intensive level of intervention, to gain a deeper understanding of the PCRs and

confidence in its practical application. Expected learner population is up to 415. DHSC proposes the following:

5.3.1. Instructor-led classroom course of 'deep dives' that allows learners to engage with subject matter experts, to gain a deeper insight across the full spectrum of legislation, policies and best practices.

5.3.2. The sessions will vary in length. The course will not exceed 6 working days in total and will be rolled out over an intense period, to secure expertise and create a cadre of 'superusers'.

5.3.3. Learning to be delivered via small cohort (approximately 20 delegates) virtual or face to face classes.

5.3.4. This level of learning is intended for senior commercial managers and those wishing to progress their knowledge and understanding. We expect those at Grades 6 and 7 (or equivalent) to require this level of knowledge (description of roles and knowledge requirements is provided at Annex B).

5.3.5. The course content will be created by the training provider. We envisage that the course content will cover the topics listed in Section 4 in greater detail, particularly making use of case studies, but the provider should use its experience when designing suitable content and approach.

#### 5.4. **Train the trainer**

3.1.1 DHSC suggests that a selected cohort of subject matter experts will be trained by the provider on how to deliver the course content for Knowledge Drop, Skilled Practitioner, and Advanced Practitioner. DHSC proposes the following:

5.4.1. The candidates will have attained advanced practitioner level.

5.4.2. The training will be delivered in a classroom setting, either virtually or face to face.

#### 5.5. **Further support**

DHSC proposes further support might be provide in the delivery of a comprehensive capability programme, including:

5.5.1. Detailed and comprehensive published resources: guidance, templates, model procedures, case studies, briefings on myth busting, extensive and navigable Q&A. There will be a feedback loop from the Deep Dives back into written resources.

5.5.2. Responsive support and guidance from a central source. DSHC Commercial Directorate has a small capability team, who will act as a liaison between the audience and the supplier.

5.5.3. Traditional comms activities: might include notes or guidance on articles in sector press, blogs, conference speeches/panels, etc which can be delivered at little or no cost

## **6. Training materials**

- 6.1. The provider shall design and create suitable training materials for all courses and level of learning. This is anticipated to include the use of various media outputs.
- 6.2. The training material will be developed in accordance with DHSC branding and template standards
- 6.3. The training material will be supplied by the provider under an Open Government Licence.
- 6.4. The provider shall provide to DHSC before the end of the contract, training material in an editable format to enable future updates.
- 6.5. All material will be subject to the approval of DHSC.

## **7. Implementation**

- 7.1. DHSC is currently undertaking a skills review. The results of the skills review will indicate where there are gaps in knowledge and capability. This analysis will be shared with the successful training provider.
- 7.2. The provider will draw up an implementation plan that covers three phases: initial skeleton plan, development of course content and schedule for training. The plan shall cover the:
  - creation and prioritisation of Knowledge Drop, Skilled Practitioner and Advanced Practitioner training content and materials.
  - schedule for the delivery of training in accordance with the project start, skills review analysis and completion dates as set out by DHSC.
  - schedule for the 'train the trainers' sessions to prepare those who will deliver all three training courses beyond the life of the contract.
- 7.3. The plan will be regularly reviewed and updated in conjunction with DHSC. Performance against the plan by the training provider will be assessed at the end of each phase.
- 7.4. DHSC reserves the right to require changes to the plan if it deems it necessary to meet the needs of the target audience.
- 7.5. The provider shall provide regular project updates providing details of training sessions completed, attendees and results of any learner assessments. These updates will be used to determine whether the plan quality criteria are being met.
- 7.6. Colleagues from the DHSC Capability Team and Procurement Policy Team will work together to manage the programme and delivery of services. Together, with representatives from the provider, these individuals will form 'The Board'. The Board will provide oversight, direction and control over training products, make key decisions, and approve any relevant change control. The Board will involve subject matter experts where appropriate to provide assurance that training product content and design is fit for purpose and meets objectives.

The following milestones should be incorporate into the plan:



Milestones	Timeframe
Contract award	Early June
Review of Skills review Analysis	June 2022
Agreement on training schedule	Late June 2022
Knowledge Drop training materials ready for review	Early July 2022
Knowledge Drop training commences	Late July 2022
Skilled Practitioner training materials ready for review	Early August 2022
Skilled Practitioner training commences	Late August 2022
Advanced Practitioner training materials ready for review	Early September 2022
Advanced Practitioner training commences	Late September 2022
Train the Trainer training materials ready for review	Early October 2022
Train the Trainer training commences	Late October 2022

## 8. Measurement of successful outputs

- 3.1.2 The provider shall measure the introduction and retention of knowledge and improvement of capability. This will be designed and developed in conjunction with the training provider. DHSC provides the following options by way of suggestion, and intends to develop the approach further with the successful training provider:
- 8.1.1. Pre-course and post-course assessments with a certificate of completion issued based on a minimum pass threshold.
  - 8.1.2. Completed feedback forms from delegates with a scoring assessment for each category with a threshold of 90% positive feedback

## 9. Commercial model

- 9.1. Providers should provide a costs price for the initial development of materials, along with a price on a timely basis (e.g., hourly/daily) for the delivery of training. The services (training) will be demand led where DHSC (and other organisations) will continue to assess the need for ongoing and additional training.
- 9.2. An economies of scale pricing approach will be used where savings may be realised from greater service use.
- 9.3. The price of service delivery will not include expenses or subsistence costs incurred in the delivery of the services. These costs will be dealt with separately, where expenses (travel and subsistence) will be paid by the department in line with Government Commercial Organisation policy.



### 3.1.3 **Annex A – Health Family Organisations and Indicative Audience Numbers**

The Health Family is comprised of a number of organisations, crown bodies and government owned companies. A list is provided below, though please this information may be updated in time. Updated information can be found on [gov.uk](https://www.gov.uk).

- DHSC Core Commercial
- Commercial and Life Sciences Group\*

#### **Arm's Length Bodies (ALBS)**

##### **Executive Agencies**

- UK Health Security Agency (UKHSA)
- Medicines and Healthcare products Regulatory Agency (MRHA)

##### **Special Health Authorities (SpHAs)**

- NHS Business Authority (NHS BSA)
- NHS Blood and Transplant (NHS BT)
- NHS Resolution (NHS\_R)
- NHS Counter Fraud Authority (NHS CFA)

##### **Executive Non-Departmental Public Bodies (ENDPBs)**

- NHS England and Improvement (NHSE/I)
- Health Education England (HEE)
- NHS Digital
- Care Quality Commission (CQC)
- National Institute for Health and Care Excellence (NICE)
- Health Research Authority
- Human Fertilisation and Embryology Authority (HFEA)
- Human Tissue Authority

##### **Non-Ministerial Departments**

- Food Standards Agency

##### **Companies**

- Community Health Partnerships Ltd
- Genomics England Ltd
- NHS Professionals Ltd
- NHS Property Services Ltd
- Porton Biopharma
- NHS Shared Business Services Ltd.
- Supply Chain Coordination Limited

\*The Commercial and Life Services group undertakes a broad range of commercial activities and strategic leadership across life sciences, medicines, pharmaceuticals, vaccines, supply chain resilience and medical technology.

The below table provides estimated audience numbers for each of the three learning levels, and includes consideration of the potential needs of the Health Family. This is indicative information only and should not be interpreted as a guarantee of service use.

Learning Level	Est. Number
Knowledge Drop	830
Skilled Practitioner	480

## Annex B – Indicative syllabus

The training topics below are indicative. DHSC intends to work with the successful training provider to develop a suitable syllabus.

Knowledge drops and Skilled Practitioner courses might include the following topics.

### 3.1.4 **Advanced Practitioner courses may also include consideration of the below topics, but in greater detail.**

The successful training provider will propose suitable course content to enable advanced practitioners and subject matter experts to deliver all three levels of training.

Category	Topic
<b>General principles</b>	<ul style="list-style-type: none"> <li>Principles of procurement</li> <li>Central Government Policy</li> <li>Confidentiality</li> <li>Conflicts of interest</li> <li>Non-discrimination in internal markets</li> </ul>
<b>Scope and definitions</b>	<ul style="list-style-type: none"> <li>Definitions - contracting authority and supplier</li> <li>Definitions - economic operator and concessions contract</li> <li>Definitions - utilities and utilities activities</li> <li>Definitions - mixed procurement</li> <li>Thresholds</li> <li>Assessing contract values</li> <li>Defence application</li> <li>Reg 9 - International rules</li> <li>Reg 10 &amp; 14 - Exempt service contracts</li> <li>Reg 11 &amp; 12 - Exempt public to public contracts</li> <li>Duties for sub-threshold procurements</li> </ul>
<b>Procurement procedures</b>	<ul style="list-style-type: none"> <li>Choice of procedures / calling for competition</li> <li>Irregular and unacceptable tenders</li> <li>Restricted procedure</li> <li>Open procedure</li> <li>Competitive dialogue and the others</li> <li>Setting time limits</li> <li>Light Touch Regime</li> </ul>
<b>Choice of participants and award of contracts</b>	<p><i>Qualifying suppliers</i></p> <ul style="list-style-type: none"> <li>Mandatory and discretionary exclusion grounds</li> <li>Centrally managed debarment list</li> <li>Qualifying suppliers</li> <li>Economic and financial standing</li> <li>Technical and professional ability</li> <li>Means of proof</li> <li>Reliance on the capacities of others</li> </ul> <p><i>Awarding contracts</i></p> <ul style="list-style-type: none"> <li>Termination of procurement</li> </ul>

Category	Topic
	<ul style="list-style-type: none"> <li>• General principles in awarding contracts</li> <li>• Award criteria: 'Most Advantageous Tender'</li> <li>• Award criteria: link to subject matter of the contract</li> <li>• Life-cycle costing</li> <li>• Abnormally low tenders</li> </ul>
<b>Aggregated Procurement and Tools</b>	<ul style="list-style-type: none"> <li>• Frameworks</li> <li>• DPS Plus</li> <li>• Centralised purchasing activities and Central Purchasing Bodies</li> <li>• Joint procurement</li> </ul>
<b>Preparation</b>	<ul style="list-style-type: none"> <li>• Pre-market engagement</li> <li>• Conditions of performance; technical specifications and labels</li> <li>• Division of contracts into lots</li> </ul>
<b>Contract management and performance</b>	<ul style="list-style-type: none"> <li>• Subcontracting</li> <li>• E-invoicing</li> <li>• Termination of contracts</li> <li>• Contract amendments</li> <li>• Prompt payment</li> <li>• Supply chain notice (otherwise known as 'Supply Chain Management')</li> <li>• Contract performance</li> </ul>
<b>Transparency</b>	<ul style="list-style-type: none"> <li>• Means of communication</li> <li>• Transparency</li> <li>• Notices</li> <li>• Central platform</li> <li>• Open contracting data standard</li> <li>• Register of Commercial Tools</li> </ul>
<b>Remedies</b>	<ul style="list-style-type: none"> <li>• Interim orders and interim remedies</li> <li>• Post-contractual remedies: ineffectiveness</li> <li>• Post-contractual remedies: damages</li> <li>• Standstill period</li> <li>• Duty owed to economic operators</li> <li>• Enforcement of duties</li> <li>• Contract Detail Notice</li> <li>• General time limits for starting proceedings of ineffectiveness</li> <li>• Starting proceedings</li> <li>• Injunctions against the Crown</li> <li>• Governance</li> <li>• Register of challenges and complaints</li> </ul>
<b>Specific sectors</b>	<ul style="list-style-type: none"> <li>• Reserved contracts</li> <li>• Utilities sector</li> <li>• Concessions sector</li> <li>• Defence sector</li> </ul>

Category	Topic
<b>HMG oversight</b>	<ul style="list-style-type: none"> <li>• Summary of powers to make regulations</li> <li>• Summary of powers to make guidance</li> <li>• Summary of interaction with existing powers and any repeals</li> <li>• Consequential amendments - S17 of the Local Government Act</li> <li>• Consequential amendments – SBEE</li> </ul>
<b>Contract finalisation</b>	<ul style="list-style-type: none"> <li>• What type of contractual terms and conditions</li> <li>• Structure – what the component parts are</li> <li>• How to use the different components – the most suitable home for certain requirements</li> <li>• Allowable changes to the terms and conditions post award</li> </ul>
<b>Specification</b>	<ul style="list-style-type: none"> <li>• How to write a non-discriminatory specification of requirements</li> </ul>
<b>Certification Module</b>	<ul style="list-style-type: none"> <li>• A certification knowledge check will be available to check knowledge transfer across the whole online learning syllabus.</li> </ul>



## Annex C – Role and Knowledge Description

The below table demonstrates the expected knowledge level required for commercial roles within DHSC. The information provided is intended to provide an indication of the level of capability required, by role, and might be used by the provider when designing a capability programme that meets all learners' needs.

Role	Grade	Description	Expected level
<b>Category manager</b>	G7	<ul style="list-style-type: none"> <li>Responsible for category strategy development</li> <li>Provide guidance for SEOs with complex and unusual procurements</li> <li>Provide support to ALBs</li> <li>Keyholder duties for business cases</li> </ul>	<ul style="list-style-type: none"> <li>Advanced commercial skills including public sector knowledge.</li> <li>Should be able to lead complex negotiated procurement projects, deal with challenges and conflicts</li> <li>Advanced knowledge of contracts, procurement regulations and can provide commercial advice at an advanced level.</li> </ul>
<b>Procurement manager</b>	SEO	<ul style="list-style-type: none"> <li>Lead on high-value (£100k+) and complex procurement activity</li> <li>Support category manager with more complex procurements</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of contracts, public procurement regulations and can provide intermediate commercial advice.</li> <li>Should be able to lead open, restricted, and more complex procurement projects.</li> </ul>
<b>Procurement officer</b>	HEO	<ul style="list-style-type: none"> <li>Leading on medium value (£25k to £100k) or medium complexity activity</li> <li>Supporting SEOs with more complex procurements</li> </ul>	<ul style="list-style-type: none"> <li>Some commercial skills, not necessarily in procurement.</li> <li>Should be able to lead sub-threshold and framework call off procurements and provide sound commercial advice</li> </ul>
<b>Procurement assistant</b>	EO	<ul style="list-style-type: none"> <li>Leading on low-value or transactional procurement activity (sub-£25k direct awards or RFQs).</li> <li>Supporting HEOs with more complex procurements</li> </ul>	<ul style="list-style-type: none"> <li>Entry level, apprenticeship, minimal commercial experience</li> <li>Sound judgement and research skills, willingness to learn</li> </ul>

## Appendix A: Tender clarifications questions and response

The clarification questions (against the tender documentation) received and the responses provided are summarised below:

Ref	Question	Response																								
1	<p>Please can you clarify what training is required for the customer. The Category is 25 Learning &amp; Development.</p> <p>The courses listed on the activity page specify Skills for Justice qualifications in learning &amp; development. The specification / application document attached to the activity refers to Procurement skills/roles/staff. It is very unclear what the call-off opportunity is.</p>	<p>When considering the requirements for this further competition please refer to Appendix A – Specification within the tender document. The scope of training that might be sourced via Category 25 of the 999 DPS is broad, and not limited to the courses mentioned within the Training User Guide. Suppliers should be advised that this opportunity is in relation to a bespoke training programme as described within the Specification.</p>																								
2	<p>Can you please provide clarification around the milestone dates detailed in the "Further Competition Template"</p> <p>Do these need updating as the contract award date differs from that on page 2 of the document:</p>	<p>3This is a clerical error. The 'Further Competition Deadline' is the 20th May 2022. The 'Milestones' provided in Section 7 of Appendix A - Specification should read as follows: Please refer to the updated version of Further Competition Template.</p> <table><tr><th>Milestones</th><th>Timeframe</th></tr><tr><td>Contract award</td><td>Early June</td></tr><tr><td>Review of Skills review Analysis</td><td>June 2022</td></tr><tr><td>Agreement on training schedule</td><td>Late June 2022</td></tr><tr><td>Knowledge Drop training materials ready for review</td><td>Early July 2022</td></tr><tr><td>Knowledge Drop training commences</td><td>Late July 2022</td></tr><tr><td>Skilled Practitioner training materials ready for review</td><td>Early August 2022</td></tr><tr><td>Skilled Practitioner training commences</td><td>Late August 2022</td></tr><tr><td>Advanced Practitioner training materials ready for review</td><td>Early September 2022</td></tr><tr><td>Advanced Practitioner training commences</td><td>Late September 2022</td></tr><tr><td>Train the Trainer training materials ready for review</td><td>Early October 2022</td></tr><tr><td>Train the Trainer training commences</td><td>Late October 2022</td></tr></table>	Milestones	Timeframe	Contract award	Early June	Review of Skills review Analysis	June 2022	Agreement on training schedule	Late June 2022	Knowledge Drop training materials ready for review	Early July 2022	Knowledge Drop training commences	Late July 2022	Skilled Practitioner training materials ready for review	Early August 2022	Skilled Practitioner training commences	Late August 2022	Advanced Practitioner training materials ready for review	Early September 2022	Advanced Practitioner training commences	Late September 2022	Train the Trainer training materials ready for review	Early October 2022	Train the Trainer training commences	Late October 2022
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3	Please can you advise if Question 6 is to be answered in terms of what activities we undertake in terms of social values as a business or is it specifically related to this procurement?	It is important to DHSC that are able to show this contract has a demonstrable impact on the economic, environmental and social aspects of local communities. We will leave it to bidders to describe how they will achieve this, but we will be seeking to assure ourselves that there are measurable impacts of the elements mentioned through the delivery of the contract and associated services.
4	I have notice on the ITT we would need to provide cost based on a day rate along with costs for materials. However, there is no mention of what the value of the contract/guide price for this tender. What I don't want to end up doing is providing a figure which is over the guide price. Also, in relation to the above question, is there a pricing schedule template we would need to complete as part of the tender? If so, would it be possible to send a copy over please?	The department will award contract based on the best value tender in accordance with the 'total basket price' as described in Section 9 of the tender documentation. Demand is potentially variable and volumes are uncertain, as such we are unable to give an overall value or guide price for the contract. Bidders should be aware that only the 'total basket price' will be considered in the evaluation of price, and should calculate this figure in accordance with the information provided within section 9. The 'total basket price' provided by bidders should be based on their current rates and should aim to offer the best value to the department. There is no pricing schedule template attached to this tender. Bidders are at liberty to develop and provide their own pricing schedules, the data within is for information only.
5	Train the trainer does not appear to be part of an element within the basket price. Is this to be costed separately or within the Advanced Practitioner as they are to be the ones identified to be delivering this activity?	Bidders should provide the price for 'train the trainer' sessions and associated materials within the pricing schedule provided in response to Question 1.
6	I am looking for some clarification concerning Question 10. Are you able to confirm if trainer CV's are additional to the word count or would providing trainers bio be preferred?	Any CV's provided by the bidding organisation will be in addition to the word count specified.
7	Would you be able to advise what Learning Management System DHSCs current use for the eLearning training/delivery please?	DHSC do not use a learning management system, all training is delivered live via Teams or in person.  DHSC has collaborative IT tools (Sharepoint, Kahootz) that are used to facilitate training and make training materials available to learners but these are not dedicated Learning Management Systems.

8	<p>Apologies if this is late but I have a concern on the Milestones table in Appendix A - Section 7.</p> <p>On page two the it states the contract award date is the 4th July 2022. However, in the Milestones table is states the contact award will be in early June.</p>	<p>Thank you for pointing this out. The intention is to award the contract on 4th July. In terms of the milestones in Appendix A - Section 7, please assume the "Review of Skills review Analysis", "Agreement on training schedule" and "Knowledge Drop training materials ready for review" and "Knowledge Drop training commences" are all to be completed by Late July 2022.</p>
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